

**PREPARATORY COMMITTEE FOR
THE FIRST CONFERENCE OF THE
HIGH CONTRACTING PARTIES TO
PROTOCOL V ON EXPLOSIVE REMNANTS
OF WAR TO THE CONVENTION ON
PROHIBITIONS OR RESTRICTIONS ON
THE USE OF CERTAIN CONVENTIONAL
WEAPONS WHICH MAY BE DEEMED
TO BE EXCESSIVELY INJURIOUS OR TO
HAVE INDISCRIMINATE EFFECTS**

CCW/P.V/CONF/2007/PC/3*
22 June 2007

Original: ENGLISH

**First Conference
Geneva, 18 June 2007
Item 8 of the agenda
Adoption of the report**

PROCEDURAL REPORT

Submitted by the Secretariat

I. INTRODUCTION

1. Article 10 (1) of Protocol V on Explosive Remnants of War reads, *inter alia*, as follows:

“1. The High Contracting Parties undertake to consult and co-operate with each other on all issues related to the operation of this Protocol. For this purpose, a Conference of High Contracting Parties shall be held as agreed to by a majority, but no less than eighteen High Contracting Parties.

2. The work of the conferences of High Contracting Parties shall include:

 - (a) review of the status and operation of this Protocol;
 - (b) consideration of matters pertaining to national implementation of this Protocol, including national reporting or updating on an annual basis.
 - (c) preparation for review conferences.”
2. By resolution A/RES/61/100, adopted on 6 December 2006, the General Assembly of the United Nations “welcome[d] with satisfaction the adoption of the Protocol on Explosive Remnants of War at the Meeting of the States Parties to the Convention held in Geneva on 27 and 28 November 2003 and its entry into force on 12 November 2006, and call[ed] upon the States that have not yet done so to become parties to the Protocol as soon as possible.” It also requested the Secretary-General of the United Nations “to render the necessary assistance and to provide such services, including summary records, as may be required for [...] any possible

* Reissued for technical reasons.

continuation of work after the [Third Review] Conference, should the States parties deem it appropriate.”

3. Pursuant to Article 10 (1) of the Protocol and the established practice, twenty-two States which have notified their consent to be bound by Protocol V co-signed a letter, dated 18 November 2006, addressed to the Secretary-General of the United Nations, inviting him to convene at Geneva a Conference of the High Contracting Parties to the Protocol in 2007, in conjunction with other CCW meetings, with a Preparatory meeting to be held in the spring of 2007.

4. The Third Review Conference of the High Contracting Parties to the Convention, (Geneva, 7 to 17 November 2006), adopted on 12 November 2006 a special Declaration on the Occasion of the Entry into Force of the Protocol on Explosive Remnants of War. The Conference also addressed the issue of the organization of the 2007 CCW-related activities and decided to hold the First Conference of the High Contracting Parties to Protocol V on Explosive Remnants of War on 5 November 2007 and the Preparatory Committee for the first Conference on 18 June 2007, as contained in Decision 6 of its Final Declaration (CCW/CONF.III/11, Part II).

5. Accordingly, the Secretary-General of the United Nations convened the First Conference of the High Contracting Parties to the Protocol on Explosive Remnants of War by his note verbale reference ODA/12-2007/CCW dated 20 April 2007, and invited all States which have notified the Depositary of their consent to be bound by Protocol V, as well as the States not parties to Protocol V, to participate in it.

II. ORGANIZATION OF THE PREPARATORY COMMITTEE

6. The Preparatory Committee for the First Conference of the High Contracting Parties to the Protocol on Explosive Remnants of War was held at Geneva on 18 June 2007.

7. The following States Parties to Protocol V participated in the work of the Preparatory Committee: Bulgaria, Croatia, Czech Republic, Denmark, El Salvador, Estonia, Finland, France, Germany, Holy See, Hungary, India, Ireland, Lithuania, Malta, Netherlands, Nicaragua, Norway, Slovakia, Sweden, Switzerland, and Ukraine.

8. The following States Parties to the Convention, which have notified their consent to be bound by Protocol V, but for which it is not yet in force, participated in the work of the Preparatory Committee: Australia, Slovenia, Spain, and The former Yugoslav Republic of Macedonia.

9. The following States Parties to the Convention participated in the work of the Preparatory Committee as observers: Austria, Belarus, Belgium, Bosnia and Herzegovina, Brazil, Canada, Chile, China, Cyprus, Greece, Guatemala, Israel, Jordan, Latvia, Moldova, Morocco, New Zealand, Pakistan, Portugal, Republic of Korea, Romania, Russian Federation, Turkey, United Kingdom of Great Britain and Northern Ireland, United States of America, and Venezuela.

10. The following Signatory States to the Convention participated in the work of the Preparatory Committee as observers: Egypt.
11. The following States not parties to the Convention participated in the work of the Preparatory Committee as observers: Azerbaijan, Côte d'Ivoire, Lebanon, Libyan Arab Jamahiriya, Singapore, and United Arab Emirates.
12. The representatives of the United Nations Institute for Disarmament Research (UNIDIR) and United Nations Mine Action Service (UNMAS) participated in the work of the Preparatory Committee as observers.
13. The representatives of the following organisations also took part in the work of the Preparatory Committee as observers: International Committee of the Red Cross (ICRC) and Geneva International Centre for Humanitarian Demining (GICHD).
14. The representatives of the following non-governmental organisations also took part in the work of the Preparatory Committee as observers: Handicap International, Human Rights Watch, Landmine Action, and Pax Christi.

III. WORK OF THE PREPARATORY COMMITTEE

15. On 18 June 2007, the Preparatory Committee was opened by Mr. Tim Caughley, Director, United Nations Office for Disarmament Affairs, Geneva Branch.
16. The Preparatory Committee held two plenary meetings. At its first plenary meeting, on 18 June 2007, the Preparatory Committee elected by acclamation Ambassador Johannes C. Landman of the Netherlands as Chairperson of the Preparatory Committee.
17. Mr. Peter Kolarov, Political Affairs Officer, Office for Disarmament Affairs, Geneva Branch, served as Secretary of the Preparatory Committee, and was assisted by Mr. Bantan Nugroho, Political Affairs Officer.
18. At the same plenary meeting, the Preparatory Committee adopted its agenda, as contained in Annex I.
19. At the same plenary meeting, the Preparatory Committee adopted the Rules of Procedure as adopted and used by the Third Review Conference (CCW/CONF.III/11, Part III).
20. At the same plenary meeting, the Preparatory Committee considered the financial arrangements for the session and adopted its estimated costs, as contained in Annex II.
21. At the same plenary meeting, the following States participated in the general exchange of views: Australia, Austria, Canada, China, Estonia, Germany (on behalf of the European Union, with Croatia and The former Yugoslav Republic of Macedonia, Albania, Bosnia and Herzegovina and Montenegro, as well as Ukraine and Moldova aligning themselves), India, Norway, Pakistan, Russian Federation, Switzerland, and the United States of America. The

representatives of UNMAS (on behalf of the United Nations Mine Action Team) and ICRC also took part in the general exchange of views.

22. During the course of the meeting the Preparatory Committee considered documents CCW/P.V/CONF/2007/PC/1 and CCW/P.V/CONF/2007/PC/2, CCW/P.V/CONF/2007/PC/WP.1 to CCW/P.V/CONF/2007/PC/WP.5, as well as CCW/P.V/CONF/2007/PC/CRP.1, as listed in Annex V. These documents are available in all official languages through the Official Document System of the United Nations at <http://documents.un.org>, and the official website of the CCW Protocol V as part of the website of the United Nations Office at Geneva at <http://www.unog.ch/disarmament/CCW>.

IV. CONCLUSIONS AND RECOMMENDATIONS

23. The Preparatory Committee agreed to recommend to the First Conference of the High Contracting Parties to Protocol V the “Provisional Agenda of the First Conference of the High Contracting Parties to Protocol V on Explosive Remnants of War to be held on 5 November 2007”, as contained in Annex III, and the “Draft Rules of Procedure for Conferences of the High Contracting Parties to Protocol V on Explosive Remnants of War”, as contained in Annex IV.

24. The Preparatory Committee decided that, due to the short duration of the First Conference of the High Contracting Parties to Protocol V, a Programme of Work would not be needed.

25. The Preparatory Committee decided to designate Ambassador Johannes C. Landman of the Netherlands as President of the First Conference of the High Contracting Parties to Protocol V. The Preparatory Committee also decided to designate Ambassador Jayant Prasad of India and Ambassador Edvardas Borisovas of Lithuania as Vice-Presidents of the First Conference.

26. The Preparatory Committee decided to nominate Mr. Peter Kolarov, Political Affairs Officer, Office for Disarmament Affairs, Geneva Branch, as provisional Secretary-General of the First Conference.

27. The Preparatory Committee considered the financial arrangements for the First Conference and recommended them for adoption by the First Conference, as contained in Annex II.

28. The Preparatory Committee decided that all background documentation for the First Conference should be circulated to all the High Contracting Parties to Protocol V not later than 15 September 2007.

29. The Preparatory Committee took note that reporting on national implementation of this Protocol pursuant to its Article 10 (2) (b), would be considered by the 2007 Meeting of the High Contracting Parties to the Convention, in accordance with the decision on the establishment of a comprehensive compliance mechanism, as decided by the Third Review Conference (CCW/CONF.III/11, Part II, Annex II)

30. The Preparatory Committee agreed to recommend to the First Conference the establishment of a database on Explosive Remnants of War (ERW) consisting of specific information submitted through initial national reports and annual or immediate updates of the national reports pursuant to Articles 7 and 8 of the Protocol, if applicable, on the following issues:

- (a) types and total quantity of ERW (unexploded ordnance and abandoned explosive ordnance) in territory under jurisdiction or control (to the extent possible);
- (b) location of areas containing or suspected to contain ERW, types and quantity of unexploded ordnance (to the extent possible);
- (c) approximate age of existing ERW;
- (d) status of clearance and rehabilitation programmes;
- (e) status of programmes for destruction of ERW;
- (f) measures taken to provide immediate and effective warning and risk education to the population;
- (g) information pursuant to Article 8 (5) of the Protocol;
- (h) other relevant matters, including transfers of ERW for destruction.

31. The Preparatory Committee also agreed to recommend to the First Conference that the ERW database referred to in paragraph 30 above will be maintained by the CCW Secretariat and will be accessible for all: the High Contracting Parties, States not parties, as well as the general public. The States not parties could be encouraged to also provide voluntary national reports for the database.

32. The Preparatory Committee also agreed to recommend to the First Conference that all initial national reports shall be submitted 180 days after the entry into force of the Protocol for the High Contracting Party. For the States for which the Protocol is already in force the deadline for submission of their initial national reports is fixed at [5 May 2008].

33. The Preparatory Committee also agreed to recommend to the First Conference that annual or immediate updates of the national reports be provided in all cases of a substantial change in the ERW situation, as a result of a conflict or of the measures undertaken in compliance with the provisions of Protocol V. The deadline for submission of the annual updates, if applicable, is fixed at 31 March.

34. The CCW Secretariat is requested to develop reporting templates on each of the reporting topics referred to in paragraphs 30 and 33 above, for consideration and approval by the High Contracting Parties to Protocol V at the First Conference.

35. The Preparatory Committee also agreed to recommend to the First Conference that national reports and updates of the national reports will be submitted in one of the authentic languages of the Convention, if possible in electronic form. Unofficial translation of the reports or updates may also be provided.

36. The Preparatory Committee also agreed to recommend to the First Conference that the reporting mechanism referred to in paragraphs 30 to 35 above should be monitored closely by the Conferences of the High Contracting Parties to Protocol V, and be subject to a review in five years.

37. The Preparatory Committee also agreed to recommend to the First Conference the adoption of a generic electronic template for the purpose of effective recording and retaining of information pertinent to the implementation of Article 4 (and to its further adaptation at country level). The United Nations Secretariat is requested to develop such a generic electronic template for consideration and approval by the High Contracting Parties to Protocol V at the First Conference.

38. The Preparatory Committee also agreed to recommend to the First Conference to urge users (or abandoners) of explosive ordnance to record and retain, if possible, all the information outlined in Part 1 of the Technical Annex of Protocol V.

39. The Preparatory Committee also agreed to recommend to the First Conference to urge users (or abandoners) of explosive ordnance to transmit to the relevant recipient all the information that would be required to protect civilians and humanitarian workers from the risks posed by ERW.

40. The Preparatory Committee also agreed to recommend to the First Conference to recommend that, in a case where another State has not been chosen, the United Nations would be the “mutually agreed third party” referred to in Article 4 (2) of Protocol V.

41. The Preparatory Committee also agreed to recommend to the First Conference to urge the High Contracting Parties to develop an informal mechanism for consultation and cooperation under Articles 7 and 8 with the aim to connect needs with resources, such as open-ended informal meetings of experts on clearance; reporting; universalisation; generic preventive measures; and victim assistance, following the submission of national reports by High Contracting Parties. The meetings should aim at fostering cooperation and assistance between those requesting assistance in dealing with the problems posed both by existing and future ERW and those willing and/or able to provide assistance.

42. The Preparatory Committee also agreed to recommend to the First Conference that the work of the meetings of experts may be considered by the Conferences of the High Contracting Parties to be held annually.

43. The Preparatory Committee also agreed to recommend to the First Conference that it should produce a factual final document on its deliberations.

44. As decided by the Third Review Conference of the High Contracting Parties to the Convention in 2006, the First Conference of the High Contracting Parties to Protocol V will be held on 5 November 2007 in conjunction with the Ninth Annual Conference of the High Contracting Parties to Amended Protocol II, on 6 November 2007, and the Meeting of the High Contracting Parties to the Convention, from 7 to 13 November 2007.

45. At the final plenary meeting, on 18 June 2007, the Preparatory Committee adopted its procedural report, as contained in document CCW/P.V/CONF/2007/PC/CRP.1, as orally amended, which is being issued as document CCW/P.V/CONF/2007/PC/3.

Annex I

AGENDA

(As adopted by the Preparatory Committee at its first meeting on 18 June 2007)

1. Opening of the Preparatory Committee.
2. Election of the Chairperson.
3. Adoption of the provisional agenda.
4. Adoption of the Rules of Procedure.
5. Adoption of arrangements for meeting the costs of the Preparatory Committee.
6. Consideration of matters pertaining to the preparation for the First Conference of the High Contracting Parties to Protocol V on Explosive Remnants of War:
 - (i) Provisional agenda of the Conference;
 - (ii) Provisional Programme of Work;
 - (iii) Rules of Procedure;
 - (iv) Nomination of the President of the Conference and other officers;
 - (v) Appointment of the provisional Secretary-General;
 - (vi) Arrangements for meeting the costs of the Conference;
 - (vii) Documentation;
 - (viii) Follow-up;
 - (ix) Final Document(s) of the Conference.
7. Any other business.
8. Adoption of the report.

Annex II

**ESTIMATED COSTS FOR THE MEETING OF THE PREPARATORY
COMMITTEE OF THE FIRST CONFERENCE OF THE HIGH
CONTRACTING PARTIES TO PROTOCOL V
AND
THE FIRST CONFERENCE OF THE HIGH CONTRACTING PARTIES
TO PROTOCOL V ON EXPLOSIVE REMNANTS OF WAR ANNEXED TO
THE CONVENTION ON PROHIBITIONS OR RESTRICTIONS ON THE
USE OF CERTAIN CONVENTIONAL WEAPONS WHICH MAY BE
DEEMED TO BE EXCESSIVELY INJURIOUS OR TO HAVE
INDISCRIMINATE EFFECTS**

(As recommended to the First Conference of the High Contracting Parties
to Protocol V on Explosive Remnants of War)

1. The Third Review Conference of the States Parties to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed To Be Excessively Injurious or To Have Indiscriminate Effects, held in Geneva from 7 to 17 November 2006, decided to convene a one-day First Conference of the High Contracting Parties to Protocol V on the explosive remnants of war on 6 November 2007 preceded by a one-day meeting of the preparatory committee on 18 June 2007.
2. This document is submitted pursuant to the above-mentioned decision of the High Contracting Parties and provides estimated costs in the amount of US\$380'800 for convening those meetings. A breakdown of the costs is provided in the attached tables.
3. It should be noted that the costs are estimated on the basis of past experience and anticipated workload. The actual costs will be determined after the closure of the meeting and completion of related work, with all relevant expenditures recorded in the accounts. At that time, any adjustments in contributions by the participants sharing the costs will be determined accordingly.
4. With regard to the financial arrangements, it will be recalled that, in accordance with the practice followed on the occasion of previous multilateral disarmament conferences and related meetings, and as reflected in their Rules of Procedure, the costs are shared among the High Contracting Parties participating in the conferences, based upon the United Nations scale of assessment pro-rated to take into account the number of High Contracting Parties participating in the meetings. States that are not High Contracting Parties but that have accepted the invitation to take part in the meetings share in the costs to the extent of their respective rates of assessment under the United Nations scale of assessments.
5. Subject to the High Contracting Parties' approval of the estimated costs and cost-sharing formula, assessment notices will be prepared based on the overall estimated costs and applicable cost-sharing formula. Since the above-mentioned activities shall have no financial implication for the regular budget of the Organization, High Contracting Parties should proceed with the payment of their share of the estimated costs as soon as assessment notices have been received.

**PREPARATORY COMMITTEE FOR FIRST CONFERENCE OF THE HIGH CONTRACTING PARTIES TO PROTOCOL V
ON EXPLOSIVE REMNANTS OF WAR ANNEXED TO THE
CONVENTION ON CERTAIN CONVENTIONAL WEAPONS**
Geneva 18 June 2007

Conference-servicing items	Meeting Servicing *	Pre-session documentation *	In-session documentation *	Summary records *	Post-session documentation *	Support Services requirements *	Other requirements *	Total *
	\$	\$	\$	\$	\$	\$	\$	\$
Interpretation and meeting servicing	12,800							12,800
Translation of documentation		42,900	23,400	37,500	49,100			152,900
Support Services requirements						900		900
Other requirements							3,300	3,300
Total	12,800	42,900	23,400	37,500	49,100	900	3,300	169,900

* - at US\$ 1=CHF 1.22

A. Total conference-servicing requirements (inclusive of 13% programme support costs)	169,900
B. Non-conference-servicing requirements	-
Grand total (rounded) A+B	169,900

**FIRST CONFERENCE OF THE HIGH CONTRACTING PARTIES TO PROTOCOL V ON EXPLOSIVE REMNANTS OF
WAR, ANNEXED TO THE CONVENTION ON CERTAIN CONVENTIONAL WEAPONS**
Geneva 6 November 2007

Conference-servicing items	Meeting Servicing *	Pre-session documentation *	In-session documentation *	Summary records *	Post-session documentation *	Support Services requirements *	Other requirements *	Total *
	\$	\$	\$	\$	\$	\$	\$	\$
Interpretation and meeting servicing	12,800							12,800
Translation of documentation		55,600	42,900	37,500	55,600			191,600
Support Services requirements						900		900
Other requirements							3,300	3,300
Total	12,800	55,600	42,900	37,500	55,600	900	3,300	208,600

* - at US\$ 1=CHF 1.22

A. Total conference-servicing requirements (inclusive of 13% programme support costs)	208,600
B. Non-conference-servicing requirements	
1) Technical equipment	2,000
Programme support costs @13% over B	260
Subtotal B	2,260
Grand total (rounded) A+B	210,900

Annex III

**PROVISIONAL AGENDA OF THE FIRST CONFERENCE OF THE HIGH
CONTRACTING PARTIES TO PROTOCOL V ON
EXPLOSIVE REMNANTS OF WAR TO BE HELD ON 5 NOVEMBER 2007**

(As recommended to the First Conference of the High Contracting Parties
to Protocol V on Explosive Remnants of War)

1. Opening of the Conference of the High Contracting Parties to Protocol V to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects.
2. Report of the Preparatory Committee.
3. Election of the President.
4. Adoption of the Agenda.
5. Adoption of the Rules of Procedure.
6. Appointment of the Secretary-General of the Conference.
7. Organization of work including that of any subsidiary bodies of the Conference.
8. Election of other officers of the Conference.
9. Adoption of arrangements for meeting the costs of the Conference.
10. General exchange of views (Plenary).
11. Review of the status and operation of the Protocol.
12. Consideration of matters pertaining to national implementation of the Protocol, including national reporting or updating on an annual basis.
13. Preparation for review conferences.
14. Report(s) of any subsidiary organ(s).
15. Other matters.
16. Consideration and adoption of the final document.

Annex IV

**DRAFT RULES OF PROCEDURE
FOR CONFERENCES OF THE HIGH CONTRACTING PARTIES TO
PROTOCOL V ON EXPLOSIVE REMNANTS OF WAR**

(As recommended to the First Conference of the High Contracting Parties
to Protocol V on Explosive Remnants of War)

CONTENTS

Chapters

I. REPRESENTATION AND CREDENTIALS

- Rule 1. Composition of delegations.....
Rule 2. Submission of credentials.....

II. OFFICERS

- Rule 3. Elections.....
Rule 4. Acting President.....
Rule 5. Replacement of the President.....
Rule 6. Participation of the President in decision-making.....

III. GENERAL COMMITTEE

- Rule 7. Composition.....
Rule 8. Chairperson.....
Rule 9. Functions.....

Chapters

IV. SECRETARIAT

- Rule 10. Duties of the Secretary-General.....
Rule 11. Duties of the Secretariat.....
Rule 12. Costs.....
Rule 13. Statements by the Secretariat.....

V. CONDUCT OF BUSINESS

- Rule 14. Quorum.....
Rule 15. General powers of the President.....
Rule 16. Points of order.....
Rule 17. Speeches.....
Rule 18. Precedence.....
Rule 19. Closing the list of speakers.....
Rule 20. Rights of reply.....
Rule 21. Suspension or adjournment of the meeting.....

Rule 22.	Adjournment of debate.....
Rule 23.	Closure of debate.....
Rule 24.	Order of motions.....
Rule 25.	Submission of proposals and substantive amendments.....
Rule 26.	Withdrawal of proposals and motions.....
Rule 27.	Decisions on competence.....
Rule 28.	Reconsideration.....

VI. DECISION-MAKING

Rule 29.	Adoption of decisions.....
----------	----------------------------

VII. SUBSIDIARY ORGANS

Rule 30.
Rule 31.	Officers.....
Rule 32.	Applicable rules.....

VIII. LANGUAGES AND RECORDS

Rule 33.	Languages of the Conference.....
Rule 34.	Interpretation.....
Rule 35.	Language of official documents.....
Rule 36.	Records and sound recordings of meetings.....

IX. PUBLIC AND PRIVATE MEETINGS

Rule 37.
----------	-------

X. OTHER PARTICIPANTS AND OBSERVERS

Rule 38.	Representatives of organizations which have been granted observer status in the United Nations.....
Rule 39.	Representatives of United Nations organs, of related agencies, and of other intergovernmental organizations.....

Chapters

Rule 40.	International Committee of the Red Cross, Geneva International Centre for Humanitarian Demining.....
Rule 41.	Representatives of non-governmental organizations.....
Rule 42.	Written statements.....

XI. AMENDMENT OR SUSPENSION OF THE RULES OF PROCEDURE

Rule 43.	Method of amendment.....
Rule 44.	Method of suspension.....

CHAPTER I

REPRESENTATION AND CREDENTIALS

Composition of delegations

Rule 1

1. Each High Contracting Party to Protocol V annexed to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects (hereinafter “the Convention”) may be represented at the Conference. States non-parties to Protocol V may participate as observers.
2. The delegation of each State participating in the Conference shall consist of a head of delegation and such other representatives, alternate representatives and advisers as may be required. An alternative representative or an adviser may act as a representative upon designation by the head of delegation.

Submission of credentials

Rule 2

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Secretary-General of the Conference, if possible not later than 24 hours after the opening of the Conference. Any later change in the composition of delegations shall also be submitted to the Secretary-General of the Conference. The credentials shall be issued by the Head of State or Government, or by the Minister for Foreign Affairs.

CHAPTER II

OFFICERS

Elections

Rule 3

The Conference shall elect from among the High Contracting Parties participating in the Conference a President and 2 Vice-Presidents. These officers shall be elected so as to ensure the representative character of the General Committee provided for in Rule 7.

Acting President

Rule 4

1. If the President finds it necessary to be absent from a meeting or any part thereof, he/she shall designate one of the Vice-Presidents to take his/her place.
2. A Vice-President acting as President shall have the same powers and duties as the President.

Replacement of the President

Rule 5

If the President is unable to perform his/her functions, a new President shall be elected.

Participation of the President in decision-making

Rule 6

The President, or a Vice-President acting as President, shall not participate in making decisions, but shall designate another member of his/her delegation to do so in his/her place.

CHAPTER III

GENERAL COMMITTEE

Composition

Rule 7

The General Committee shall be composed of the President, who shall preside, 2 Vice-Presidents and the Chairperson of any other subsidiary organ.

Chairperson

Rule 8

The President or, in his/her absence, one of the Vice-Presidents designated by him/her, shall serve as Chairperson of the General Committee.

Functions

Rule 9

In addition to carrying out other functions provided for in these rules, the General Committee shall assist the President in the general conduct of the business of the Conference and, subject to decisions of the Conference, shall ensure the coordination of its work.

CHAPTER IV

SECRETARIAT

Duties of the Secretary-General

Rule 10

1. There shall be a Secretary-General of the Conference. He/she shall act in that capacity in all meetings of the Conference, and of any other subsidiary organ, and may designate a member of the Secretariat to act in his/her place at these meetings.
2. The Secretary-General of the Conference shall direct the staff required by the Conference and its subsidiary organs.

Duties of the Secretariat

Rule 11

The Secretariat of the Conference shall, in accordance with these rules:

- (a) Interpret speeches made at official meetings;
- (b) Receive, translate, reproduce and distribute the official documents of the Conference;
- (c) Reproduce and circulate the documents adopted by the Conference, including its Final Document;
- (d) Prepare and circulate summary records of plenary meetings;
- (e) Make and arrange for the keeping of sound recordings of meetings;
- (f) Arrange for the custody and preservation of the records of the Conference in the Archives of the United Nations; and

- (g) Generally perform all other work required in connection with the servicing of the Conference.

Costs

Rule 12

The costs of the Conference will be met by the High Contracting Parties to Protocol V participating in the Conference in accordance with the United Nations scale of assessment, adjusted to take into account differences between the United Nations membership and the participation of High Contracting Parties in the Conference. States which are not High Contracting Parties to Protocol V and which accept the invitation to take part in the Conference will share in the costs to the extent of their respective rates of assessment under the United Nations scale.

Statements by the Secretariat

Rule 13

The Secretary-General or any member of the Secretariat designated for that purpose may, subject to Rule 17, make either oral or written statements concerning any question under consideration.

CHAPTER V

CONDUCT OF BUSINESS

Quorum

Rule 14

A majority of the High Contracting Parties to Protocol V participating in the Conference shall constitute a quorum.

General powers of the President

Rule 15

1. In addition to exercising the powers conferred upon him/her elsewhere by these rules, the President shall preside at the plenary meetings of the Conference, declare the opening and closing of each such meeting, direct the discussions, accord the right to speak, put questions to the Conference for decision and announce such decisions. The President shall rule on points of order and, subject to these rules, have complete control of the proceedings and over the

maintenance of order thereat. The President may propose to the Conference the closure of the list of speakers, a limitation on the time to be allowed to speakers and on the number of times the representatives of each participant may speak on a question, the adjournment or closure of the debate, and the suspension or the adjournment of a meeting.

2. The President, in the exercise of his/her functions, remains under the authority of the Conference.

Points of order

Rule 16

A representative may at any time raise a point of order, which shall be decided upon immediately by the President in accordance with these rules. A representative may appeal against the ruling of the President. The appeal shall be put to the Conference for decision immediately, and the President's ruling shall stand unless overruled by the Conference. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Speeches

Rule 17

1. No one may address the Conference without having previously obtained the permission of the President, who shall, subject to Rules 15 and 16 and 18 to 22, call upon speakers in the order in which they signify their desire to speak.
2. Debate shall be confined to the question before the Conference and the President may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

Precedence

Rule 18

The Chairperson or another representative of a subsidiary organ may be accorded precedence for the purpose of explaining the conclusions arrived at by that organ.

Closing of the list of speakers

Rule 19

During the course of a debate the President may announce the list of speakers and, with the consent of the Conference, declare the list closed.

Rights of reply

Rule 20

The right of reply shall be accorded by the President to a representative of a State participating in the Conference who requests it; any other representative may be granted the opportunity to make a reply. Representatives should attempt, in exercising this right, to be as brief as possible and preferably to deliver their statements at the end of the meeting at which this right is requested.

Suspension or adjournment of the meeting

Rule 21

A representative may at any time move the suspension or the adjournment of the meeting. Such motions shall not be debated but shall be put to the Conference for decision immediately.

Adjournment of debate

Rule 22

A representative may at any time move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, two representatives may speak in favour of and two against the motion, after which it shall be put to the Conference for decision immediately.

Closure of debate

Rule 23

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 a 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 put to the Conference for decision immediately.

Order of motions

Rule 24

Subject to rule 15, the following motions shall have precedence in the indicated 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;
- (d) To close the debate.

Submission of proposals and substantive amendments

Rule 25

Proposals and substantive amendments shall normally be submitted in writing to the Secretary-General of the Conference, who shall circulate copies to all delegations. As a general rule, no proposal shall be discussed or put to a decision unless copies of it have been circulated to all delegations not later than the day preceding the meeting. The President may, however, permit the discussion and consideration of amendments, or motions as to procedure, even though these amendments and motions have not been circulated or have only been circulated the same day.

Withdrawal of proposals and motions

Rule 26

A proposal or motion may be withdrawn by its sponsor at any time before a decision on it has been taken, provided that it has not been amended. A proposal or motion thus withdrawn may be reintroduced by any representative.

Decisions on competence

Rule 27

Any motion calling for a decision on the competence of the Conference to discuss any matter or to adopt a proposal submitted to it shall be decided before the matter is discussed or a decision is taken on the proposal in question.

Reconsideration

Rule 28

When a proposal or motion has been adopted or rejected it may not be reconsidered unless the Conference takes a decision to that effect. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing reconsideration, after which the matter shall be put to the Conference for decision immediately.

CHAPTER VI

DECISION-MAKING

Adoption of decisions

Rule 29

The Conference shall conduct work and take decisions in accordance with the relevant provisions of the Convention.

CHAPTER VII

SUBSIDIARY ORGANS

Rule 30

If it deems appropriate for the conduct of its business the Conference may establish subsidiary organs, such as committees, working groups or other bodies, open to the participation of all High Contracting Parties to Protocol V.

Officers

Rule 31

Each subsidiary organ shall have such officers as deemed necessary.

Applicable rules

Rule 32

The rules contained in Chapters II, V and VII shall be applicable, mutatis mutandis, to the proceedings of any subsidiary organs, except that:

- (a) The chairman of any subsidiary organ may participate in making decisions;
- (b) A majority of the representatives on any subsidiary organ of limited membership shall constitute a quorum.

CHAPTER VIII

LANGUAGES AND RECORDS

Languages of the Conference

Rule 33

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

Interpretation

Rule 34

1. Speeches made in a language of the Conference shall be interpreted into the other such languages.
2. A representative may speak in a language other than a language of the Conference if he provides for interpretation into one such language. Interpretation into the other such languages by interpreters of the secretariat may be based on the interpretation given in the first such language.

Language of official documents

Rule 35

Official documents and all instruments adopted by the Conference, including its Final Document, shall be made available in the languages of the Conference.

Records and sound recordings of meetings

Rule 36

1. Summary records of the plenary meetings of the Conference shall be prepared and circulated as soon as possible in all the languages of the Conference, to all representatives, who shall inform the Secretariat, within five working days after such circulation, of any corrections they wish to have made.
2. The Secretariat shall make sound recordings of meetings of the Conference. Such recordings shall be made of meetings of any subsidiary organs when the body concerned or the organ that established it so decides.

CHAPTER IX

PUBLIC AND PRIVATE MEETINGS

Rule 37

1. The plenary meetings of the Conference shall be held in public unless otherwise decided.
2. Meetings of other subsidiary organs established under Rule 30 shall be held in public unless otherwise decided.

CHAPTER X

OTHER PARTICIPANTS AND OBSERVERS

Representatives of organizations which have been granted observer status in the United Nations

Rule 38

Representatives designated by any organization having been granted observer status in the United Nations by a resolution of the General Assembly may participate as observer in the deliberations of the Conference and in its subsidiary organs.

Representatives of United Nations organs, of related agencies and of other intergovernmental organizations

Rule 39

Representatives designated by organs of the United Nations, by specialized or other related agencies and by other intergovernmental organizations invited to the Conference may participate as observers in its deliberations and in its subsidiary organs.

International Committee of the Red Cross, Geneva International Centre for Humanitarian Demining

Rule 40

Representatives designated by the International Committee of the Red Cross and by the Geneva International Centre for Humanitarian Demining may participate as observers in the deliberations of the Conference and in its subsidiary organs in order, in particular, that the Conference may avail itself of the relevant expertise of the International Committee of the Red Cross and of the Geneva International Centre for Humanitarian Demining.

Representatives of non-governmental organizations

Rule 41

1. Non-governmental organizations may designate representatives to attend public meetings of the Conference and to make available written contributions on matters on which they have a special competence, at their own cost. They will also be entitled to receive the documents of the Conference.
2. Upon the invitation of the presiding officer of the plenary, representatives of such organizations may make oral statements on questions in which they have a special competence in plenary meetings.

Written statements

Rule 42

Written statements submitted by the designated representatives referred to in Rules 38, 39, 40 and 41 shall be distributed by the Secretariat to all delegations in the quantities and in the languages in which the statements are made available to the Secretariat for distribution.

CHAPTER XI

AMENDMENT OR SUSPENSION OF THE RULES OF PROCEDURE

Method of amendment

Rule 43

These Rules may be amended by a decision of the Conference upon recommendation of the General Committee.

Method of suspension

Rule 44

These Rules may be suspended by a decision of the Conference, provided that 24 hours notice of the motion for suspension has been given, which may be waived if no representative objects; subsidiary organs may, by their own decisions, waive rules pertaining to them. Any suspension shall be limited to a specific and stated purpose and to the period required to achieve it.

Annex V

LIST OF DOCUMENTS

CCW/P.V/CONF/2007/PC/1	Provisional agenda
CCW/P.V/CONF/2007/PC/2	Estimated Costs for the Meeting of the Preparatory Committee of the First Conference of the High Contracting Parties to Protocol V and the First Conference of the High Contracting Parties to Protocol V on Explosive Remnants of War Annexed to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which may be Deemed to be Excessively Injurious or to have Indiscriminate Effects
CCW/P.V/CONF/2007/PC/3	Procedural report
CCW/P.V/CONF/2007/PC/WP.1	Provisional agenda of the First Conference of the High Contracting Parties to Protocol V on Explosive Remnants of War to be Held on 5 November 2007
CCW/P.V/CONF/2007/PC/WP.2	Draft Rules of Procedure for Conferences of the High Contracting Parties to the Protocol V on Explosive Remnants of War
CCW/P.V/CONF/2007/PC/WP.3	Discussion Paper on Exchange of Information under Protocol V
CCW/P.V/CONF/2007/PC/WP.4	Discussion Paper on Cooperation and Assistance
CCW/P.V/CONF/2007/PC/WP.5	National Reporting under the Protocol V Food-for-Thought Paper
CCW/P.V/CONF/2007/PC/INF.1	List of Participants
CCW/P.V/CONF/2007/PC/MISC.1	Provisional List of Participants
CCW/P.V/CONF/2007/PC/CRP.1	Draft Procedural Report

The above documents are available in all official languages through the Official Document System of the United Nations at <http://documents.un.org>, and the official CCW website as part of the website of the United Nations Office at Geneva at <http://www.unog.ch/disarmament/CCW> .
