

RULES OF PROCEDURE

1. SCOPE

These Rules of Procedure for the Indian Ocean Rim Association (IORA) will apply to the organisation of all levels of the IORA meetings, as well as for the meetings of the IORA Organs and Specialised Agencies established under the Association (herein referred to as Council meetings) and will remain effective until amended by the Council of Ministers.

2. CHAIR

- 2.1 The Council of Ministers will, on voluntary offer by Member States, elect a Chair of the Association for a period of two years. If there is no voluntary offer, the Chair will be elected on a basis of geographical consideration.
- 2.2 The term of office of the incoming Chair will commence at the beginning of the meeting of the Council of Ministers, when the term of office of the incumbent Chair expires.
- 2.3 The incoming Chair will serve as the Vice-Chair of IORA during the full term of office of the incumbent Chair.
- 2.4 The Chair will arrange, coordinate, host and preside over the meetings of the Council, the CSO, as well as any other meetings as mandated by the Council.

3. VICE-CHAIR

- 3.1 The Secretariat will announce the vacancy for the position of Vice-Chair of the Council of Ministers in writing to all Member States. Announcement will be made at least six months before the year prior to the handover of the Chair of IORA and will be included as an agenda item for consideration and approval by COM.
- 3.2 If there is no candidate, the Chair will consult with Member States with a view to encouraging a process of geographical consideration.
- 3.3 Where more than one Member State offer to assume the Vice-Chair of the IORA, the Council will decide on the Vice-Chair by consensus.

4. SUB-COMMITTEE ON FINANCE

- 4.1 The election of the Member States of the Sub-Committee on Finance will be on a voluntary basis and will comprise of the Chair and Vice-Chair and at least five other Member States for a period of two years and a new Committee will be appointed at the CSO meeting for approval of the COM.

4.2 The term of the Sub Committee of Finance will be two years. The Sub Committee on Finance will be appointed by the COM at the recommendation of a CSO meeting in the last year of the term of the Sub Committee of Finance.

5. MEETING PROCEDURES FOR THE COUNCIL MEETINGS

- (a) All Member States of the Association may participate in the Council meetings.
- (b) The names of the representatives from each Member State will be submitted to the host country and the Secretariat as early as possible, at least three weeks before the date fixed for the opening of the Council meetings.
- (c) The Secretary-General will attend the Council meetings ex-officio. Other officials of the Secretariat may be in attendance at the discretion of the Secretary-General.

5.1 Agenda

- 5.1.1 The Draft Agenda for the Council meetings, prepared by the Secretariat, will be distributed to all Member States at least 3 months prior to the meetings. All items proposed for inclusion in the Draft Agenda together with supporting documentation will be sent to the Secretariat not later than 2 months before the Council meetings.
- 5.1.2 The Draft Agenda, which will include any comments received from Member States, supporting documentation will be sent to the Chair for approval.
- 5.1.3 A Final Agenda, approved by the Chair, will be circulated at least one month before the Council meeting. Any further submission of items to be included in the Agenda by Member States can be discussed under the item "Adoption of the Agenda" at each Council Meeting where the agenda will be adopted by consensus.

5.2 Participation of Member States, Specialised Agencies, Dialogue Partners, Observers and Invitees at the Council Meetings

- 5.2.1 All the Council Meetings will be closed unless otherwise decided by the Chair in consultation with Member States.
- 5.2.2 The closed sessions of the Council Meetings will only be attended by Member States, the Secretariat and Specialised Agencies.
- 5.2.3 The Opening/Inaugural Ceremony and Plenary Session of the Council of Ministers are open sessions.
- 5.2.4 Dialogue Partners and Observers will be invited to attend the opening session of the COM and can deliver their statements after the Member States have delivered their national statements.
- 5.2.5 Dialogue Partners as well as Observers, may participate in sessions on specific IORA projects on a case by case basis, on a decision of Member States by consensus.

- 5.2.6 Representatives of international and regional organizations may be invited to the open sessions of the Council Meetings upon the initiative of the Chair with prior notification to all Member States.
- 5.2.7 Dialogue Partners will be encouraged to participate actively in the meetings of the Academic Group, Business Forum and Working Group on Trade and Investment, as well as on specific projects and activities which should be identified prior to these meetings. Dialogue Partners will participate in the discussions of the above meetings, but not in the decision-making processes. The result of Dialogue Partners' participation could be highlighted in the open session of the Council of Ministers.
- 5.2.8 Dialogue Partners may be invited collectively to the post-Ministerial meeting to interact with the leaders of IORA Member State delegations. The post-COM dialogue session will involve the IORA Chair or troika and other interested Member States.
- 5.2.9 Dialogue Partners may also be invited to the post-CSO briefing session.
- 5.2.10 Dialogue Partners will be represented at the appropriate senior levels at the annual (or biannual) IORA meetings by senior capital-based officials or, should that not be possible, by the resident Ambassadors/High Commissioners in the host Country.
- 5.2.11 Dialogue Partners and Observers may be invited to social events organized by the host country in connection with the COM.

5.3 Quorum

At least two thirds of the Member States entitled to participate in the Council meetings, will constitute a quorum.

5.4 Conduct of Business

- 5.4.1 Following an adoption of the Agenda, each item will be introduced by the Chair, or with his or her permission, by any Member State or the Secretary-General.
- 5.4.2 Each representative will be entitled to address, at least once, on each item. The length of time for each item will be determined by the Chair. The Secretary-General, when so requested, may address the meeting. The Secretary-General may request the Chair's permission for other officers of the Secretariat to address the meeting.
- 5.4.3 Papers presented to the Council meetings will normally be circulated in advance and not be read out at meetings.
- 5.4.4 The Chair will open and close each Council meeting and manage the Council Meetings subject to these Rules of Procedures.

- 5.4.5 Substantive motions and amendments relating to the Agenda and the papers thereto will be circulated to delegations in writing before each Council meeting at which they are to be considered. However, the Chair may permit the discussion and consideration of such motions and amendments without previous circulation, unless a Member State calls for postponement.
- 5.4.6 If the Chair feels that due to the importance of any document, more time would be required to consider it, the Chair may appoint an Ad Hoc Committee consisting of interested Member States to participate and nominate the Chair of the Ad Hoc Committee. The Chair of the Ad Hoc Committee will present the report for approval to the meeting.

5.5 Rapporteur and Friends of Rapporteur

The appointment of Rapporteur and Friends of Rapporteur, to assist with the preparation of meeting reports, may not be required for IORA Ministerial, senior officials and other meetings unless, on a case by case basis, where a specific need for such appointments has been expressed.

5.6 Language

- 5.6.1 The working language of all Council meetings will be English.
- 5.6.2 A representative may deliver his/her statement(s) in his/her national language if the delegate provides for interpretation into English.

5.7 Reports

- 5.7.1 The report of the Council meetings will include a 'decision report' capturing the decisions made in the meeting which will be prepared and made available to the Chair soon after the conclusion of the meeting of the Council of Ministers.
- 5.7.2 The reports adopted will be distributed immediately by the Secretariat to Member States after each Council meeting.
- 5.7.3 Upon approval by the Chair of the full report of the Council of Ministers and other Council reports, the Secretariat will prepare them in a prescribed format. The Secretariat will circulate all the full reports to Member States through email and Member States will be invited to review the "discussion part" of the reports within three weeks.
- 5.7.4 With regard to WGHM meetings, the Mission hosting the said meeting will be responsible for the compilation of the report, with the assistance of a representative from the Secretariat. The Chair will be responsible for the approval of the report, before its distribution to Member States by the Secretariat.

6. VENUE

The venue for the Council meetings will be in the Member State holding the IORA Chairmanship. In the case of unforeseen circumstances, a new venue will be chosen in accordance with the following procedure:

- (a) Offer from the Vice-Chair;
- (b) Offer from other Member States on a voluntary basis;
- (c) In those cases where there is no voluntary offer, the meeting may be hosted in Mauritius, seat of the Secretariat.

7. FREQUENCY

- 7.1 The host country will decide on the tentative dates for the Council of Ministers meeting which will take place annually or as often as mutually decided. Arrangements for each Council meeting will be the responsibility of the Member State where the meeting will take place. The Secretariat will assist the host country in this task.
- 7.2 The Committee of Senior Officials and the three Working Groups will meet annually or as often as mutually decided and in the same location as the meeting of the Council of Ministers or any other mutually agreed venue.
- 7.3 The Working Group of Heads of Mission (WGHM) will meet as often as mutually decided.

8. TROIKA

- 8.1 Troika meetings and their outcomes will be communicated to Member States in a timely manner.
- 8.2 The venue for all meetings of the Troika will be in the Member State holding the IORA Chairmanship or at any other venue mutually agreed upon by the Troika.
- 8.3 Any expenses connected with attending these meetings will be borne by the respective Member State.

9. GENERAL

9.1 Extraordinary Meetings

An Extraordinary meeting of each Council meeting may be convened at the request of a Member State and mutually agreed to by all other members. The venue and date of the meeting will be decided by all Member States.

9.2 Absence of Chair/Vice-Chair

- 9.2.1 In the absence of the Chair, the Vice-Chair will assume the Chair.
- 9.2.2 If the Vice-Chair is absent, the Chair in consultation with Member States will select a Vice-Chair.
- 9.2.3 If the Chair and Vice-Chair are absent from a meeting, the Member States present will elect a Chair to preside over the meeting.

9.3 Meeting Hospitality

- 9.3.1 Hospitality to Heads of delegation and the Secretariat attending the COM may be offered at the discretion of the host country.
- 9.3.2 Appropriate transport/transfer arrangements will be facilitated for all members of the official delegations.
- 9.3.3 All other costs relating to the meeting venue and other administrative arrangements will be borne by the host country.
- 9.3.4 For meetings held at the Secretariat, all the cost of participation will be borne by the Member States hosting the meeting.

9.4 Admission of new Member States

The instrument of acceptance will be transmitted officially by the Chair of the Council to the new members for their signature, and for them to deposit it with the Secretariat within a period of two months.

9.5 Representation of the Secretariat

- 9.5.1 The Secretary-General, in his/her absence, will appoint a Director to attend any Council meetings of the Association and may make oral or written statements, as well as offer clarification upon request.
- 9.5.2 The Secretary-General will represent the Association in international and regional organisations and in other external relations when mandated by IORA. He/ She may also appoint a Director to represent the Association in these meetings.
- 9.5.3 The Secretary-General upon request of the host country or any working group, may participate or send an appropriate representative from the Secretariat to attend such meetings on his own initiative.

9.6 Handing over of Chair

- 9.6.1 The head table of each Council meeting will comprise the Chair, Vice-Chair, the past Chair and the Secretary-General (or Director of the Secretariat should the Secretary-General not be available).
- 9.6.2 The Outgoing Chair will open the meeting and present the Chairperson's Report.
- 9.6.3 After the reading of the Chairperson's Report, the Outgoing Chair will invite the Incoming Chair to take over as Chairperson.
- 9.6.4 The Incoming Chair will occupy the Chairperson's seat at the head table and will thank the outgoing Chair; the Outgoing Chair will occupy past Chair's seat at the head table as a Member of Troika.
- 9.6.5 There will be welcoming remarks by the Incoming Chair.
- 9.6.6 Incoming Chair will invite incoming Vice-Chair to take the seat of Vice-Chair.

9.7 General Debate session

- 9.7.1 At the General Debate session taking place at the Council of Ministers meeting where the Ministers/Heads of Delegations of Member States deliver their country statement, the Incoming Chair will first deliver the country statement followed by the Incoming Vice-Chair, and the past Chair, but in their capacities as Ministers/Heads of Delegations of Member States. The statements delivered by other Member States will be in alphabetical order after the statements made by the above.

10. AMENDMENTS TO THE RULES OF PROCEDURE

Amendments to these Rules of Procedures, proposed either by a Member State or by the Secretary-General will require the approval of the Council of Ministers upon the recommendation of the Committee of Senior Officials.

The new Rules of Procedure will replace the 2010 Rules of Procedure following the change of name of the Association from the Indian Ocean Rim Association for Regional Cooperation (IOR-ARC) to the Indian Ocean Rim Association (IORA) which was adopted at the 13th Council of Ministers meeting in Perth, Australia on 1st November 2013.

Adopted by the Fifteenth Council of Ministers in its meeting held in Padang, Indonesia on the twenty-third day of October 2015.