

ANNEX 10

RULES OF PROCEDURE

**FOR MEETINGS OF NATIONAL OPERATIONAL AUTHORITIES
FOR THE IMPLEMENTATION OF THE
SUB-REGIONAL MARINE OIL POLLUTION
CONTINGENCY PLAN
BETWEEN CYPRUS, GREECE AND ISRAEL**

Date of modification 6 December 2018

RULES OF PROCEDURE

for Meetings of National Operational Authorities for the implementation of the Sub-regional Marine Oil Pollution Contingency Plan between Cyprus, Greece and Israel

PURPOSES

Rule 1

These rules of procedure shall apply to any meeting of the National Operational Authorities designated for the implementation of the "Sub-regional Marine Oil Pollution Contingency Plan between Cyprus, Greece and Israel" in accordance with its Article 2.5.

DEFINITIONS

Rule 2

For the purposes of these rules:

- (1) The word "Plan" shall apply to the Sub-regional Marine Oil Pollution Contingency Plan between Cyprus, Greece and Israel;
- (2) The word "Party" shall apply to Cyprus, Greece and Israel.
- (3) The term "National Operational Authorities" shall apply to the national authorities of the Parties designated to have the responsibility for the implementation of the Plan, as provided in article 2.2 of the Plan;
- (4) The term "meeting" shall apply to any ordinary or *ad hoc* meeting of the National Operational Authorities.

SECRETARIAT

Rule 3

- (1) The Head of the National Operational Authority due to host the next meeting, or the person designated by him, shall perform the functions of the Secretary for that specific meeting.
- (2) The role of the Secretary shall rotate between the three countries concerned in accordance with the programme of meetings, and will terminate for each particular meeting with the issue of the report of the meeting.
- (3) In his capacity as the Head of National Operational Authority, the Secretary or a member of the Secretariat designated for the purpose may make either oral or written statements concerning any question under consideration by the meeting.
- (4) The staff of the National Operational Authority of the host country shall perform the secretarial duties for the meeting.

PLACE OF MEETINGS

Rule 4

- (1) As provided in article 2.5 of the Plan, the meetings will be hosted by each Party consecutively and following the alphabetical order of the names of the Parties in English language.
- (2) Unless they decide otherwise, the National Operational Authorities shall normally meet at the seat of the National Operational Authority hosting the meeting.

DATES OF THE ORDINARY MEETINGS

Rule 5

- (1) As provided in article 2.5 of the Plan the National Operational Authorities should hold ordinary meetings once every year.
- (2) The Secretary shall convene the ordinary meeting within twelve months after the previous ordinary meeting.
- (3) At the end of each ordinary meeting the Parties shall, by a joint agreement, propose an approximate opening date and the duration of the next ordinary meeting.

AD HOC MEETINGS

Rule 6

- (1) The Parties may recommend, taking duly into account financial implications, to the Secretary the convening of *ad hoc* meetings, either of representatives of the Parties or of Governmental experts, in order to study problems which, because of their specialized nature, could not fruitfully be discussed during the ordinary meetings.
- (2) The Secretary shall notify the Parties of any *ad hoc* meeting not less than thirty days prior to it.
- (3) The terms of reference of these *ad hoc* meetings and the questions to be discussed shall be determined by the National Operational Authorities.
- (4) Unless otherwise decided, each *ad hoc* meeting shall elect its own officers.
- (5) These rules of procedure shall apply *mutatis mutandis* to the subsidiary bodies and *ad hoc* meetings.

INVITATIONS

Rule 7

The Secretary shall invite the National Operational authorities of all three Parties concerned to designate representatives to the meetings..

Rule 8

- (1) The Secretary shall, with the agreement of the other two Parties, invite any other Contracting Party to the 1976 Emergency Protocol and 2002 Prevention and Emergency Protocol to the Barcelona Convention which so requests and has a direct concern in the protection of the Mediterranean Sea against pollution to designate representatives to observe the meetings. .
- (2) Such observers, upon invitation of the Chairperson and with the consent of the meeting, may participate in the deliberations of the meeting in matters of direct concern to the Party they represent.
- (3) The representatives of the United Nations and its specialized agencies may participate in the meetings if they participate in the activities of the Mediterranean Action Plan.

Rule 9

- (1) The Secretary shall, with the consent of the other two Parties, invite any intergovernmental organization, other than the United Nations and its specialized agencies, which has a direct concern in the protection of the Mediterranean Sea against pollution to designate representatives to observe the meetings.
- (2) The Secretary shall, with the consent of the two other Parties, invite any international non-governmental organization, which has a direct concern in the protection of the Mediterranean Sea against pollution to designate representatives to observe the meetings.
- (3) Such observers may, upon invitation of the Chairperson and with the consent of the meeting, participate in the deliberations of the meeting in matters related to the activities of the organization or body that they represent.

PUBLICITY

Rule 10

The meetings shall be held in private unless the meeting decides otherwise. Sitzings of subsidiary bodies of the meetings and *ad hoc* meetings shall be held in private, unless the meeting decides otherwise.

AGENDA

Rule 11

The Secretary shall prepare the provisional agenda of each meeting.

Rule 12

The provisional agenda of each ordinary meeting shall include:

- (a) All items mentioned in article 2.5(1) of the Plan;
- (b) All items the inclusion of which has been requested at a previous meeting;
- (c) Any item proposed by a Party;

Rule 13

The provisional agenda, together with the supporting documents for each meeting, shall be communicated by the Secretary to the Parties at least thirty days before the opening of the meeting.

Rule 14

The Secretary shall include any question suitable for the agenda, which may arise between the despatch of the provisional agenda and the opening of the meeting, in a supplementary provisional agenda which the meeting shall examine together with the provisional agenda.

ADOPTION OF THE AGENDA

Rule 15

At the opening of the meeting, the Parties, when adopting the agenda for the meeting, may add, delete, defer or amend items. Only items that are considered by the meeting to be urgent and important may be added to the agenda.

Rule 16

The provisional agenda for an *ad hoc* meeting shall consist only of those items proposed for consideration in the request for the holding of the *ad hoc* meeting. It shall be transmitted to the Parties at the same time as the invitation to the *ad hoc* meeting.

Rule 17

The Secretary shall report to the meeting on the technical, administrative and financial implications of all substantive agenda items submitted to the meeting, before they are considered by it.

Rule 18

Any item of the agenda of the meeting, consideration of which has not been completed at the meeting, shall be included automatically in the agenda of the next meeting, unless otherwise decided by the Parties.

REPRESENTATION

Rule 19

Each Party shall be represented in the meeting by the Head of its National Operational Authority or a representative designated by him, who may be accompanied by such advisers and experts as may be required.

Rule 20

(1) At the commencement of the first sitting of each meeting, a Chairperson and a Vice-Chairperson shall be elected from among the representatives of the host country.

(2) The Chairperson and the Vice-Chairperson acting as the Chairperson shall nevertheless participate in the meeting in their capacity of the representative of their National Operational Authority. The host country may also decide to designate another representative who shall be entitled to represent the Party in the meeting instead of the Chairperson.

Rule 21

At its last sitting each meeting shall decide on the host country for the next meeting, whose Head of the National Operational Authority shall act as the Secretary between the meetings.

ACTING CHAIRPERSON

Rule 22

If the Chairperson is temporarily absent from a sitting or any part thereof, he shall appoint the Vice-Chairperson to assume his duties.

ORGANIZATION OF THE MEETING

Rule 23

(1) During the course of a meeting the Parties shall establish such committees and other working groups as may be required for the transaction of its business.

(2) Unless otherwise decided, the meeting shall elect a Chairperson for each such committee and working group. The meeting shall determine the matters to be considered by each such committee or working group.

Rule 24

(1) The Secretariat of the meeting shall receive and circulate the documents of the meeting at least thirty days before the start of the meeting.

(2) After the meeting the Secretariat shall prepare summary records of the meeting. These summary records shall be distributed to the participants as soon as possible, and not later than thirty days after the closing of the meeting to which they relate. The participants shall inform the secretariat in writing of any corrections they wish to have made, not later than ten days after the receipt of the draft summary records.

(3) The Secretariat shall prepare and circulate final reports and relevant documentation of the meeting not later than sixty days after the closing of the meeting to which they relate.

(4) The Secretariat of each meeting shall have custody of the documents in the archives of the meeting.

LANGUAGES

Rule 25

English shall be the official language of the meetings of National Operational Authorities.

Rule 26

A representative may speak in a language other than English, if he provides for the interpretation into English language.

Rule 27

All working documents of the meeting and all reports shall be drawn up in English language.

CONDUCT OF BUSINESS

Rule 28

The presence of all three parties is required for a quorum.

Rule 29

In addition to exercising the powers conferred upon him elsewhere by these rules, the Chairperson shall declare the opening and the closing of the meeting. He shall direct the discussions, ensure the observance of these rules, accord the right to speak and announce decisions made by the meeting.

POINTS OF ORDER

Rule 30

A representative may at any time raise a point of order, which shall be decided immediately by the Chairperson in accordance with these rules.

Rule 31

The Parties shall normally introduce proposals in writing, and hand these to the Secretariat, which shall circulate copies to the other Parties

Rule 32

Subject to the provisions of rule 30, the following motions shall have precedence, in the order indicated below, over all other proposals or motions before the meeting:

- (a) To suspend a sitting;
- (b) To adjourn a sitting;
- (c) To adjourn the debate on the question under discussion; and
- (d) For the closure of the debate on the question under discussion.

Permission to speak on a motion falling within a to d above shall be granted only to the proposer.

Rule 33

If two or more proposals relate to the same question, the meeting, unless it decides otherwise, shall discuss the proposals in the order in which they have been submitted.

MAKING DECISIONS

Rule 34

All decisions of the meetings of National Operational Authorities shall be made by consensus.

Rule 35

Procedural decisions shall be taken by a simple majority.

AMENDMENTS OF PROCEDURE

Rule 36

These rules of procedure may be amended by a decision of the meeting of National Operational Authorities taken by a consensus of the Parties.

OVERRIDING AUTHORITY OF THE PLAN

Rule 37

In the event of any conflict between any provision of these rules and any provision of the Plan, the Plan shall prevail.