

ARTICLE 48

**Abrogation of the International
Telecommunication Convention
(Montreux, 1965)**

- 163 This Convention shall abrogate and replace, in relations between the Contracting Governments, the International Telecommunication Convention (Montreux, 1965).

ARTICLE 49

Relations with non-contracting States

- 164 Each Member reserves to itself and to the recognized private operating agencies the right to fix the conditions on which it admits telecommunications exchanged with a State which is not a party to this Convention. If a telecommunication originating in the territory of such a non-contracting State is accepted by a Member, it must be transmitted and, in so far as it follows the telecommunication channels of a Member, the obligatory provisions of the Convention and Administrative Regulations and the usual charges shall apply to it.

ARTICLE 50

Settlement of Disputes

- 165 1. Members may settle their disputes on questions relating to the interpretation or application of this Convention or of the Regulations contemplated in Article 42, through diplomatic channels, or according to procedures established by bilateral or multilateral treaties concluded between them for the settlement of international disputes, or by any other method mutually agreed upon.

- 166 2. If none of these methods of settlement is adopted, any Member party to a dispute may submit the dispute to arbitration in accordance with the procedure defined in the General Regulations or in the Optional Additional Protocol, as the case may be.

CHAPTER VI

Definitions

ARTICLE 51

Definitions

- 167 In this Convention unless the context otherwise requires:

a) the terms which are defined in Annex 2 to this Convention shall have the meanings therein assigned to them;

- 168 b) other terms which are defined in the Regulations referred to in Article 42 shall have the meanings therein assigned to them.

CHAPTER VII

Final Provisions

ARTICLE 52

**Effective Date and Registration of
the Convention**

- 169 The present Convention shall enter into force on 1 January 1975 between Members in respect of which instruments of ratification or accession have been deposited before that date.

- 170 In accordance with the provisions of Article 102 of the Charter of the United Nations, the Secretary-General of the United Nations shall register the present Convention with the Secretariat of the United Nations.

SECOND PART

GENERAL REGULATIONS

CHAPTER VIII

Functioning of the Union

ARTICLE 53

Plenary Conference

- 201 1. (1) The Plenary Conference shall be convened at regular intervals and normally every five years.
- 202 (2) If practicable, the date and place of a Plenary Conference shall be set by the preceding Plenary Conference; failing this, they shall be fixed by the Administrative Council with the concurrence of the majority of the Members of the Union.
- 203 2. (1) The date and place of the next Plenary Conference, or either one of these, may be changed:
- 204 *a)* when at least one-quarter of the Members of the Union have individually proposed a change to the Secretary-General, or
- 205 *b)* on a proposal of the Administrative Council.
- (2) In either case a new date or place or both shall be fixed with the concurrence of a majority of the Members of the Union.

ARTICLE 54

Administrative Conferences

- 206 1. (1) The agenda of an administrative conference shall be established by the Administrative Council with the concurrence of a majority of the Members of the Union in the case of a world administrative conference, or of a majority of the Members belonging to the region concerned in the case of a regional administrative conference, subject to the provisions of 225.
- 207 (2) This agenda shall include any question which a Plenary Conference has directed to be placed on the agenda.
- 208 (3) A world administrative conference dealing with radio-communication may also include in its agenda an item concerning instructions to the International Frequency Registration Board regarding its activities and a review of those activities.
- 209 2. (1) A world administrative conference shall be convened:
- 210 *a)* by a decision of a Plenary Conference which may fix the date and place of its meeting;
- 211 *b)* on the recommendation of a previous world administrative conference if approved by the Administrative Council;
- 212 *c)* at the request of at least one-quarter of the Members of the Union, who shall individually address their requests to the Secretary-General; or
- 213 *d)* on a proposal of the Administrative Council.
- 214 (2) In the cases specified in 210, 211 and 212 and, if necessary, in the case specified in 209, the date and place of meeting shall be determined by the Administrative Council with the concurrence of a majority of the Members of the Union, subject to the provisions of 225.
- 215 3. (1) A regional administrative conference shall be convened:
- 216 *a)* by a decision of a Plenary Conference;
- 217 *b)* on the recommendation of a previous world or regional administrative conference if approved by the Administrative Council;
- 218 *c)* at the request of at least one-quarter of the Members belonging to the region concerned, who shall individually address their requests to the Secretary-General; or
- 219 *d)* on a proposal of the Administrative Council.
- (2) In the cases specified in 215, 216 and 217 and, if necessary, in the case specified in 214, the date and place of meeting shall be determined by the Administrative Council with the concurrence of a majority of the Members of the Union belonging to the region concerned, subject to the provisions of 225.

219 4. (1) The agenda, or date or place of an administrative conference may be changed:

a) at the request of at least one-quarter of the Members of the Union in the case of a world administrative conference, or of a least one-quarter of the Members of the Union belonging to the region concerned in the case of a regional administrative conference. Their requests shall be addressed individually to the Secretary-General, who shall transmit them to the Administrative Council for approval; or

220 b) on a proposal of the Administrative Council.

221 (2) In cases specified in 219 and 220 the changes proposed shall not be finally adopted until accepted by a majority of the Members of the Union, in the case of a world administrative conference, or of a majority of the Members of the Union belonging to the region concerned, in the case of a regional administrative conference, subject to the provisions of 225.

222 5. (1) The Administrative Council may deem it advisable for the main session of an administrative conference to be preceded by a preparatory meeting to draw up proposals for the technical bases of the work of the conference.

223 (2) The convening of such a preparatory meeting and its agenda must be approved by a majority of the Members of the Union in the case of a world administrative conference, or by a majority of the Members of the Union belonging to the region concerned, in the case of a regional administrative conference, subject to the provisions of 225.

224 (3) Unless the Plenary Meeting of a preparatory session of an administrative conference decides otherwise, the texts finally approved by it will be assembled in a report which will also be approved by a Plenary Meeting and signed by the Chairman.

225 6. In the consultations referred to in 206, 213, 218, 221 and 223 Members of the Union who have not replied within the time limits specified by the Administrative Council shall be regarded as not participating in the consultations, and in consequence shall not be taken into account in computing the majority. If the number of replies does not exceed one-half of the Members consulted, a further consultation shall take place the results of which shall be decisive regardless of the number of votes cast.

ARTICLE 55

Administrative Council

226 1. (1) The Administrative Council is composed of Members of the Union elected by the Plenary Meeting.

227 (2) If between two Plenary Meetings a seat becomes vacant on the Administrative Council, it shall pass by right to the Member of the Union from the same region as the Member whose seat is vacated, which had obtained at the previous election the largest number of votes among those not elected.

228 (3) A seat on the Administrative Council shall be considered vacant:

a) when a Council Member does not have a representative in attendance at two consecutive annual sessions of the Administrative Council;

229 b) when a Member of the Union resigns its membership on the Council.

230 2. The person appointed to serve on the Council by a Member of the Administrative Council shall, so far as possible, be an official serving in, or directly responsible to, or for, their telecommunications administration and qualified in the field of telecommunication services.

231 3. The Administrative Council shall elect its own Chairman and Vice-Chairman at the beginning of each annual session. They shall serve until the opening of the next annual session and shall be eligible for re-election. The Vice-Chairman shall serve as Chairman in the absence of the latter.

232 4. (1) The Administrative Council shall hold an annual session at the seat of the Union.

233 (2) During this session it may decide to hold, exceptionally, an additional session.

234 (3) Between ordinary sessions, it may be convened, as a general rule at the seat of the Union, by its Chairman at the request of a majority of its Members or at the call of the Chairman under the conditions provided for in 255.

235 5. The Secretary-General and the Deputy Secretary-General, the Chairman and the Vice-Chairman of the International Frequency Regulation Board and the Directors of the International Consultative Committees may participate as of right in the deliberations of the Administrative Council, but without taking part in the voting. Nevertheless, the Council may hold meetings confined to its own members.

236 6. The Secretary-General shall act as secretary of the Administrative Council.

237 7. The Administrative Council shall make decisions only in session.

238 8. The representative of each Member of the Administrative Council shall have the right to attend, as an observer, all meetings of the permanent organs of the Union mentioned in 26, 27 and 28.

239 9. Only the travelling and subsistence expenses incurred by the representative of each Member of the Administrative Council in this capacity at Council sessions shall be borne by the Union.

240 10. In the discharge of its duties prescribed in the Convention, the Administrative Council shall in particular:

a) in the interval between Plenipotentiary Conferences, be responsible for effecting the coordination with all international organizations referred to in Articles 39 and 40 and to this end, shall conclude, on behalf of the Union, provisional agreements with the international organizations referred to in Article 40, and with the United Nations in application of the Agreement between the United Nations and the International Telecommunication Union; these provisional agreements shall be submitted to the next Plenipotentiary Conference in accordance with 39;

241 b) decide on the numbers and grading of the staff of the General Secretariat and of the specialized secretariats of the permanent organs of the Union, taking into account the general directives given by the Plenipotentiary Conference;

242 c) draw up such regulations as it may consider necessary for the administrative and financial activities of the Union; and also the administrative regulations to take account of current practice of the United Nations and of the specialized agencies applying the Common System of pay, allowances and pensions;

243 d) supervise the administrative functions of the Union;

244 e) review and approve the annual budget of the Union, taking account of the limits for expenditure set by the Plenipotentiary Conference and ensuring the strictest possible economy but mindful of the obligation upon the Union to achieve satisfactory results as expeditiously as possible through conferences and the work programmes of the permanent organs; in so doing, the Council shall also take into account the work plans mentioned in 286 and any cost-benefit analyses mentioned in 287;

245 f) arrange for the annual audit of the accounts of the Union prepared by the Secretary-General and approve them, if appropriate, for submission to the next Plenipotentiary Conference;

246 g) adjust as necessary:

1. the basic salary scales for staff in the professional categories and above, excluding the salaries for posts filled by election, to accord with any changes in the basic salary scales adopted by

the United Nations for the corresponding Common System categories;

247 2. the basic salary scales for staff in the general services categories to accord with changes in the rates applied by the United Nations and the specialized agencies at the seat of the Union;

248 3. the post adjustment for professional categories and above, including posts filled by election, in accordance with decisions of the United Nations for application at the seat of the Union;

249 4. the allowances for all staff of the Union, in accordance with any changes adopted in the United Nations Common System;

250 5. the contributions payable by the Union and the staff to the United Nations Joint Staff Pension Fund, in accordance with the decisions of the United Nations Joint Staff Pension Board;

251 6. the cost-of-living allowances granted to beneficiaries of the Union Staff Supplementation and Benevolent Funds on the basis of practice in the United Nations;

252 b) arrange for the convening of Plenipotentiary and administrative conferences of the Union in accordance with Articles 33 and 34;

253 i) offer to the Plenipotentiary Conference of the Union any recommendations deemed useful;

254 j) review and coordinate the work programmes as well as their progress and the working arrangements, including the meeting schedules, of the permanent organs of the Union and take such action as it deems appropriate;

255 k) provide for the filling of any vacancy in the office of Secretary-General and/or Deputy Secretary-General in the situation described in 59 or 60, at a regular meeting, if held within 90 days after a vacancy occurs, or at a meeting convened by the Chairman within the time periods specified in 59 or 60;

256 l) provide for the filling of any vacancy in the office of Director of either of the International Consultative Committees at the next regular meeting following the occurrence of such a vacancy. Directors so selected shall serve until the next Plenary Assembly as provided for in 205 and shall be eligible for election to such posts;

257 m) provide for the filling of vacancies for members of the International Frequency Registration Board in accordance with the procedure in 297;

258 n) perform the other functions prescribed for it in the Convention and, within the framework of the Convention and the Adminis-

- 259 *o*) take the necessary steps, with the agreement of a majority of the Members of the Union, provisionally to resolve questions not covered by the Convention, the Administrative Regulations and their annexes and which cannot await the next competent conference for settlement;
- 260 *p*) submit a report on the activities of all the organs of the Union since the previous Plenary Conference;
- 261 *q*) send to Members of the Union, as soon as possible after each of its sessions, summary records on the activities of the Administrative Council and other documents deemed useful.

ARTICLE 56

General Secretariat

- 262 1. The Secretary-General shall:
- a*) coordinate the activities of the different permanent organs with the advice and assistance of the Coordination Committee referred to in 80 with a view to assuring the most effective and economical use of personnel and of the financial and other resources of the Union;
- 263 *b*) organize the work of the General Secretariat and appoint the staff of that Secretariat in accordance with the directives of the Plenary Conference and the rules established by the Administrative Council;
- 264 *c*) undertake administrative arrangements for the specialized secretariats of the permanent organs of the Union and appoint the staff of those secretariats in agreement with the Head of each permanent organ; the appointments shall be made on the basis of the latter's choice, but the final decision for appointment or dismissal shall rest with the Secretary-General;
- 265 *d*) report to the Administrative Council any decisions taken by the United Nations and the specialized agencies which affect Common System conditions of service, allowances and pensions;
- 266 *e*) ensure the application of the financial and administrative regulations approved by the Administrative Council;
- 267 *f*) provide legal advice to the organs of the Union;

- 268 *g*) supervise, for administrative management purposes, the staff of the Headquarters of the Union with a view to assuring the most effective use of personnel and the application of the Common System conditions of employment for the staff of the Union. The staff appointed to assist directly the Directors of the Consultative Committees and the International Frequency Registration Board shall work under the direct orders of those senior officials concerned but in accordance with general administrative directives of the Administrative Council and of the Secretary-General;
- 269 *h*) in the interest of the Union as a whole and in consultation with the Chairman of the International Frequency Registration Board or the Director of the Consultative Committee concerned, temporarily reassign staff members from their appointed position as necessary to meet fluctuating work requirements at Headquarters. The Secretary-General shall report such temporary reassignments including the financial implications thereof, to the Administrative Council;
- 270 *i*) undertake secretarial work preparatory to, and following conferences of the Union;
- 271 *j*) provide, where appropriate in cooperation with the inviting government, the secretariat of conferences of the Union, and provide the facilities and services for meetings of the permanent organs of the Union in collaboration with their respective Heads; drawing from the Union's staff as he deems necessary in accordance with 269. The Secretary-General may also when so requested, provide the secretariat of other telecommunication meetings on a contractual basis;
- 272 *k*) keep up to date the official lists, compiled from data supplied for this purpose by the permanent organs of the Union or by administrations, with the exception of the master registers and such other essential records as may be related to the duties of the International Frequency Registration Board;
- 273 *l*) publish the principal reports of the permanent organs of the Union, the recommendations and the operating instructions derived from such recommendations for use in the international telecommunication services;
- 274 *m*) publish international and regional telecommunication agreements communicated to him by the parties thereto, and keep up-to-date records of these agreements;
- 275 *n*) publish the technical standards of the International Frequency Registration Board, as well as such other data concerning the

assignment and utilization of frequencies as are prepared by the Board in the discharge of its duties;

276 o) prepare, publish and keep up to date with the assistance, where appropriate, of the other permanent organs of the Union:

1. a record of the composition and structure of the Union;

2. the general statistics and the official service documents of the Union as prescribed by the Administrative Regulations;

3. such other documents as conferences or the Administrative Council may direct;

p) collect and publish, in suitable form, data, both national and international, regarding telecommunication throughout the world;

g) assemble and publish, in cooperation with the other permanent organs of the Union, both technical and administrative information that might be especially useful to developing countries in order to help them to improve their telecommunication networks. Their attention shall also be drawn to the possibilities offered by the international programmes under the auspices of the United Nations;

Members regarding the development of technical methods with a view to achieving the most efficient operation of telecommunication services and specially the best possible use of radio frequencies so as to diminish interference;

5) publish periodically, with the help of information put at his disposal or which he may collect, including that which he may obtain from other international organizations, a journal of general information and documentation concerning telecommunication;

283 *i)* determine, in consultation with the Director of the International Consultative Committee concerned or, as appropriate, the Chairman of the International Frequency Registration Board, the form and presentation of all publications of the Union, taking into account the nature and the contents as well as the most suitable and economical means of publication;

284 u) arrange the timely distribution of the published documents;

v) after having made what economics are possible, prepare and submit to the Administrative Council annual budget estimates which, after approval by the Council, shall be transmitted for information to all Members of the Union;

266 w) prepare and submit to the Administrative Council future work plans comprising the main activities at the Headquarters of the Union according to directives of the Administrative Council;

x) to the extent the Administrative Council finds it appropriate, prepare and submit to the Administrative Council cost-benefit analyses of the main activities at the Headquarters of the Union;

7) prepare a financial operating report and accounts to be submitted annually to the Administrative Council and recapitulative accounts immediately preceding each Plenary Conference; these accounts, after audit and approval by the Administrative Council, shall be circulated to the Members and be submitted to the next Plenary Conference for examination and final approval;

289 z) prepare an annual report on the activities of the Union which, after approval by the Administrative Council, shall be transmitted to all Members;

290 *ad*) perform all other secretarial functions of the Union.

291 2. The Secretary-General or the Deputy Secretary-General may participate, in a consultative capacity, in Plenary Assemblies of the International Consultative Committee and in all conferences of the Union; the Secretary-General or his representative may participate in a consultative capacity in all other meetings of the Union; their participation in the meetings of the Administrative Council is governed by 235.

ARTICLE 57

International Frequency Registration Board

292 1. (1) The members of the International Frequency Registration Board shall be thoroughly qualified by technical training in the field of radio and shall possess practical experience in the assignment and utilization of frequencies.

(2) Moreover, for the more effective understanding of the problems coming before the Board under 67, each member shall be familiar with geographic, economic and demographic conditions within a particular area of the world.

294 2. (1) The election procedure shall be established by the conference responsible for the election as defined in 63.

(2) At each election any serving member of the Board may be proposed again as a candidate by the country of which he is a national.

(3) The members of the Board shall take up their duties on the date fixed by the Pleniportenary Conference which elected them. They shall normally remain in office until the date fixed by the conference which elects their successors.

(4) If in the interval between two Plenipotentiary Conferences which elect members of the Board, an elected member of the Board resigns or abandons his duties or dies, the Chairman of the Board shall request the Secretary-General to invite the countries, Members of the Union, of the region concerned to propose candidates for the election of a replacement at the next annual session of the Administrative Council. However, if the vacancy occurs more than ninety days before the session of the Administrative Council, the country of which the member concerned was a national shall designate, as soon as possible and within ninety days, a replacement who shall also be a national of that country and who will remain in office until the new member elected by the Administrative Council takes office. The replacement shall be eligible for election by the Administrative Council.

(5) In order to safeguard the efficient operation of the Board, any country a national of which has been elected to the Board, shall refrain, as far as possible, from recalling that person between two Plenipotentiary Conferences which elect members of the Board.

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299 3. (1) The working arrangements of the Board are defined in the
Radio Regulations.

(2) The members of the Board shall elect from their own numbers a Chairman and a Vice-Chairman, for a period of one year. Thereafter the Vice-Chairman shall succeed the Chairman each year and a new Vice-Chairman shall be elected.

(3) The Board shall be assisted by a specialized secretariat.

4. No member of the Board shall request or receive instructions relating to the exercise of his duties from any government or a member thereof, or from any public or private organization or person. Furthermore, each Member must respect the international character of the Board and of the duties of its members and shall refrain from any attempt to influence any of them in the exercise of their duties.

ARTICLE 58

International Consultative Committees

1. Each International Consultative Committee shall work through the

medium of:

d) the Plenary Assembly, preferably meeting every three years. When a corresponding world administrative conference has been convened, the Plenary Assembly should meet, if possible, at least eight months before this conference;

before this conference;

b) study groups, which shall be set up by the Plenary Assembly to deal with questions to be examined;

c) a Director elected by the Plenary Assembly initially for a period equal to twice the interval between two consecutive Plenary Assemblies, i.e. normally for six years. He shall be eligible for re-election at each subsequent Plenary Assembly and if re-elected shall then remain in office until the date of the next Plenary Assembly, normally for three years. When the position becomes unexpectedly vacant, the following Plenary Assembly shall elect the new Director;

d) a specialized secretariat, which assists the Director;

307 *e)* laboratories or technical installations set up by the Union.

308 2. (1) The questions studied by each International Consultative
309 Committee, on which it shall issue recommendations, shall be those referred
to it by the Plenipotentiary Conference, by an administrative conference,
by the Administrative Council, by the other Consultative Committee, or
by the International Frequency Registration Board, in addition to those
decided upon by the Plenary Assembly of the Consultative Committee
itself, or, in the interval between its Plenary Assemblies, when requested
or approved by correspondence by at least twenty Members of the Union.

(2) At the request of the countries concerned, each Consultative
Committee may also study and offer advice concerning their national tele-
communication problems. The study of such problems should be in
accordance with 308.

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ARTICLE 59

Coordination Committee

310 1. (1) The Coordination Committee shall help the Secretary-General in the duties assigned to him under 282, 285, 288 and 289.

311 (2) The Committee shall be responsible for ensuring coordination with all the international organizations mentioned in Articles 39 and 40 as regards representation of the permanent organs of the Union at confer-

ences of such organizations.

312 (3) The Committee shall examine the progress of the work of the Union in technical cooperation and submit recommendations, through the Secretary-General, to the Administrative Council.

313 2. The Committee shall endeavour to reach conclusions unanimously. The Secretary-General may, however, take decisions even when he does not have the support of two or more other members of the Committee, provided he judges that decision of the matters in question cannot await the next session of the Administrative Council. In such circumstances he shall report promptly in writing on such matters to the members of the Administrative Council, setting forth his reasons for such action together with any other written views submitted by other members of the Committee.

314 3. The Committee shall meet when convened by its Chairman and, normally, at least once a month.

CHAPTER IX

General Provisions regarding Conferences

ARTICLE 60

Invitation and Admission to Plenipotentiary Conferences when there is an Inviting Government

315 1. The inviting government, in agreement with the Administrative Council, shall fix the definitive date and the exact place of the conference.

316 2. (1) One year before this date, the inviting government shall send an invitation to the government of each country Member of the Union.

317 (2) These invitations may be sent directly or through the Secretary-General or through another government.

318 3. The Secretary-General shall send an invitation to the United Nations in accordance with Article 39 and to any of the regional telecommunication organizations mentioned in Article 32 if requested by it.

319 4. The inviting government, in agreement with or on a proposal by the Administrative Council, may invite the specialized agencies of the United

Nations and the International Atomic Energy Agency to send observers to take part in the conference in an advisory capacity, on the basis of reciprocity.

320 5. (1) The replies of the Members must reach the inviting government not later than one month before the date of opening of the conference and should include whenever possible full information on the composition of the delegation.

321 (2) These replies may be sent directly to the inviting government or through the Secretary-General or through another government.

322 6. Any permanent organ of the Union shall be entitled to be represented at the conference in an advisory capacity when the conference is discussing matters coming within its competence. If necessary, the conference may invite an organ which has not considered it necessary to be represented.

323 7. The following shall be admitted to Plenipotentiary Conferences:

- 324 a) delegations as defined in Annex 2;
- 325 b) observers of the United Nations;
- 325 c) observers of regional telecommunication organizations in conformity with 318;
- 326 d) observers of the specialized agencies and of the International Atomic Energy Agency in conformity with 319.

ARTICLE 61

Invitation and Admission to Administrative Conferences when there is an Inviting Government

327 1. (1) The provisions of 315 to 321 shall apply to administrative conferences.

328 (2) However, the time limit for the despatch of invitations may be reduced to six months if necessary.

329 (3) Members of the Union may inform the private operating agencies recognized by them of the invitation they have received.

330 2. (1) The inviting government, in agreement with or on a proposal by the Administrative Council, may notify the international organizations which are interested in sending observers to participate in the conference in an advisory capacity.

331 (2) The interested international organizations shall send an application for admission to the inviting government within a period of two months from the date of notification.

332 (3) The inviting government shall assemble the requests and the
333 conference itself shall decide whether the organizations concerned are to
be admitted.

334 3. The following shall be admitted to administrative conferences:

335 a) delegations as defined in Annex 2;

336 b) observers of the United Nations;

337 c) observers of regional telecommunication organizations mentioned in
Article 32;

338 d) observers of the specialized agencies and of the International Atomic
Energy Agency in conformity with 319;

339 e) observers of international organizations admitted in accordance with
330 to 332;

340 f) representatives of recognized private operating agencies, duly author-
ized by the Member to which they belong;

341 g) permanent organs of the Union, subject to the conditions set forth
in 322.

ARTICLE 62

Procedure for calling World Administrative Conferences at the Request of Members of the Union or on a Proposal of the Administrative Council

342 1. Any Member of the Union wishing to have a world administrative
conference convened shall so inform the Secretary-General, indicating the
proposed agenda, place and date of the conference.

343 2. On receipt of similar requests from at least one-quarter of the
Members of the Union, the Secretary-General shall inform all Members
thereof by telegram, asking them to indicate, within six weeks, whether
or not they agree to the proposal.

344 3. If a majority of the Members, determined in accordance with 225,
agree to the proposal as a whole, that is to say, if they accept the agenda,
date and place of the proposed meeting, the Secretary-General shall so
inform the Members of the Union by circular telegram.

345 4. (1) If the proposal accepted is for a conference elsewhere than at
the seat of the Union, the Secretary-General shall ask the government of
the country concerned whether it agrees to act as inviting government.

346 (2) If the answer is in the affirmative, the Secretary-General, with
the assent of the government concerned, shall take the necessary steps to
convene the conference.

347 (3) If the answer is in the negative, the Secretary-General shall
request the Members desiring the conference to make alternative suggestions
for the place of the conference.

348 5. Where the proposal accepted is for a conference at the seat of the
Union, the provisions of Article 64 shall apply.

349 6. (1) If the proposal as a whole (agenda, date and place) is not accepted
by a majority of the Members, determined in accordance with 225, the
Secretary-General shall inform the Members of the Union of the replies
received, requesting them to give a final reply on the point or points
under dispute within six weeks of receipt.

350 (2) Such points shall be regarded as adopted when they have been
approved by a majority of the Members, determined in accordance with 225.

351 7. The procedure indicated above shall also be applicable when the
proposal to convene a world administrative conference is initiated by the
Administrative Council.

ARTICLE 63

Procedure for convening Regional Administrative Conferences at the Request of Members of the Union or on a Proposal of the Administrative Council

352 In the case of a regional administrative conference, the procedure de-
scribed in Article 62 shall be applicable only to the Members of the region
concerned. If the conference is to be convened on the initiative of the
Members of the region, it will suffice for the Secretary-General to receive
concordant requests from a quarter of the total number of Members in
that region.

ARTICLE 64

Provisions for Conferences meeting when there is no Inviting Government

353 When a conference is to be held without an inviting government, the
provisions of Articles 60 and 61 apply. The Secretary-General shall take the
necessary steps to convene and organize it at the seat of the Union, after
agreement with the Government of the Swiss Confederation.

ARTICLE 65

Provisions common to all Conferences

Change in the Date or Place of a Conference

- 352 1. The provisions of Articles 62 and 63 shall apply, by analogy, when a change in the date or place of a conference is requested by Members of the Union or is proposed by the Administrative Council. However, such changes shall only be made if a majority of the Members concerned, determined in accordance with 225, have pronounced in favour.
- 353 2. It shall be the responsibility of any Member proposing a change in the date or place of a conference to obtain for its proposal the support of the requisite number of other Members.
- 354 3. Where the issue arises, the Secretary-General shall indicate, in the communication referred to in 341, the probable financial consequences of a change in the date or place, as, for example, when there has been an outlay of expenditure in preparing for the conference at the place initially chosen.

ARTICLE 66

Time-limits for Presentation of Proposals to Conferences and Conditions of Submission

- 355 1. Immediately after the invitations have been despatched, the Secretary-General shall ask Members to send him, within four months, their proposals for the work of the conference.
- 356 2. All proposals the adoption of which will involve revision of the text of the Convention or Administrative Regulations must carry references identifying by their marginal numbers those parts of the text which will require such revision. The reasons for the proposal must be given, as briefly as possible, in each case.
- 357 3. The Secretary-General shall communicate the proposals to all Members as they are received.
- 358 4. The Secretary-General shall assemble and coordinate the proposals received from administrations and from the Plenary Assemblies of the International Consultative Committees and shall communicate them to Members at least three months before the opening of the conference. The Secretary-General, the Directors of the International Consultative Committees and the members of the International Frequency Registration Board shall not be entitled to submit proposals.

ARTICLE 67

Credentials for Delegations to Conferences

- 359 1. The delegation sent by a Member of the Union to a conference shall be duly accredited in accordance with 360 to 366.
- 360 2. (1) Accreditation of delegations to Plenipotentiary Conferences shall be by means of instruments signed by the Head of State, by the Head of the Government or by the Minister for Foreign Affairs.
- 361 (2) Accreditation of delegations to administrative conferences shall be by means of instruments signed by the Head of State, by the Head of the Government, by the Minister for Foreign Affairs or by the Minister responsible for questions dealt with during the conference.
- 362 (3) Subject to confirmation prior to the signature of the Final Acts, by one of the authorities mentioned in 360 or 361, delegations may be provisionally accredited by the Head of the diplomatic mission of the country concerned to the government of the country in which the conference is held. In the case of a conference held in the country of the seat of the Union, a delegation may also be provisionally accredited by the Head of the Permanent Delegation of the country concerned to the United Nations Office at Geneva.
- 363 3. Credentials shall be accepted if they are signed by the appropriate authority mentioned under 360 to 362, and fulfil one of the following criteria:
- 364 — they confer full powers;
- 365 — they authorize the delegation to represent its government, without restrictions;
- 366 — they give the delegation, or certain members thereof, the right to sign the Final Acts.
- 367 4. (1) A delegation whose credentials are found to be in order by the Plenary Meeting shall be entitled to exercise the right to vote of the Member concerned and to sign the Final Acts.
- 368 (2) A delegation whose credentials are found not to be in order by the Plenary Meeting shall not be entitled to exercise the right to vote or to sign the Final Acts until the situation has been rectified.
- 369 5. Credentials shall be deposited with the secretariat of the conference as early as possible. A special committee shall be entrusted with the verification thereof and shall report on its conclusions to the Plenary Meeting within the time specified by the latter. Pending the decision of the Plenary Meeting thereon, a delegation of a Member of the Union shall be entitled to participate in the conference and to exercise the right to vote of the Member concerned.

370 6. As a general rule, Members of the Union should endeavour to send their own delegations to conferences of the Union. However, if a Member is unable, for exceptional reasons, to send its own delegation, it may give the delegation of another Member powers to vote and sign on its behalf. Such powers must be conveyed by means of an instrument signed by one of the authorities mentioned in 360 or 361.

371 7. A delegation with the right to vote may give to another delegation with the right to vote a mandate to exercise its vote at one or more meetings at which it is unable to be present. In such a case it shall, in good time, notify the Chairman of the conference in writing.

372 8. A delegation may not exercise more than one proxy vote.

373 9. Credentials and the transfer of powers sent by telegram shall not be accepted. Nevertheless, replies sent by telegram to requests by the Chairman or the secretariat of the conference for clarification of credentials shall be accepted.

CHAPTER X

General Provisions regarding International Consultative Committees

ARTICLE 68

Conditions for Participation

374 1. The members of the International Consultative Committees referred to in 73 and 74 may participate in all the activities of the Consultative Committee concerned.

375 2. (1) The first request from a recognized private operating agency to take part in the work of a Consultative Committee shall be addressed to the Secretary-General who shall inform all the Members and the Director of that Consultative Committee. The request from a recognized private operating agency must be approved by the Member recognizing it. The Director of the Consultative Committee shall advise the recognized private operating agency of the action taken on its request.

376 (2) A recognized private operating agency may not act on behalf of the Member which has recognized it unless that Member informs the Consultative Committee concerned in each particular case that it is authorized to do so.

377 3. (1) International organizations and regional telecommunication organizations mentioned in Article 32 which coordinate their work with the International Telecommunication Union and which have related activities may be admitted to participate in the work of the Consultative Committees in an advisory capacity.

378 (2) The first request from an international organization or regional telecommunication organization mentioned in Article 32 to take part in the work of a Consultative Committee shall be addressed to the Secretary-General who shall inform all the Members and invite Members to say whether the request should be granted; the request shall be granted if the majority of the replies of the Members received within a period of one month are favourable. The Secretary-General shall inform all the Members and the Director of the Consultative Committee concerned of the result of the consultation.

379 4. (1) Scientific or industrial organizations, which are engaged in the study of telecommunication problems or in the design or manufacture of equipment intended for telecommunication services, may be admitted to participate in an advisory capacity in meetings of the study groups of the Consultative Committee, provided that their participation has received approval of the administrations of the countries concerned.

380 (2) The first request from a scientific or industrial organization for admission to meetings of study groups of a Consultative Committee shall be addressed to the Secretary-General who shall inform all the Members and the Director of that Consultative Committee. The request must be approved by the administration of the country concerned. The Director of the Consultative Committee shall advise the scientific or industrial organization of the action taken on its request.

381 5. Any recognized private operating agency, international organization, regional telecommunication organization or scientific or industrial organization allowed to take part in the work of an International Consultative Committee has the right to denounce such participation by notifying the Secretary-General. Such denunciation shall take effect at the end of one year from the date when notification is received by the Secretary-General.

ARTICLE 69

Duties of the Plenary Assembly

382 The Plenary Assembly shall:

a) Consider the reports of study groups and approve, modify or reject

the draft recommendations contained in these reports;

- 383 *b)* consider existing questions as to whether or not their study should be continued, and prepare a list of the new questions to be studied in conformity with 308. In formulating new questions it shall be borne in mind that, in principle, their consideration should be completed in the period which is twice the interval between two Plenary Assemblies;

- 384 *c)* approve the programme of work arising from the consideration in 383, determine the order of questions to be studied according to their importance, priority and urgency;

- 385 *d)* decide, in the light of the approved programme of work derived from 384 whether or not existing study groups should be maintained or dissolved and whether or not new study groups should be set up;

- 386 *e)* allocate to study groups the questions to be studied;

- 387 *f)* consider and approve the report of the Director on the activities of the Committee since the last meeting of the Plenary Assembly;

- 388 *g)* approve, if appropriate, for submission to the Administrative Council, the estimate of the financial needs of the Committee up to the next Plenary Assembly, as submitted by the Director in accordance with 416;

- 389 *h)* consider any other matters deemed necessary within the provisions of Article 11 and of this Chapter.

ARTICLE 70

Meetings of the Plenary Assembly

- 390 1. The Plenary Assembly shall normally meet at a date and place fixed by the preceding Plenary Assembly;

- 391 2. The date and place, or either, of the meeting of the Plenary Assembly may be changed with the approval of the majority of the Members of the Union replying to the Secretary-General's request for their opinion.

- 392 3. At each of these meetings, the Plenary Assembly shall be presided over by the Head of the delegation of the country in which the meeting is held or, in the case of a meeting held at the seat of the Union, by a person elected by the Plenary Assembly itself. The Chairman shall be assisted by Vice-Chairmen elected by the Plenary Assembly.

- 393 4. The Secretary-General shall be responsible for making the necessary administrative and financial arrangements, in agreement with the Director

of the Consultative Committee concerned, for meetings of the Plenary Assembly and the study groups.

ARTICLE 71

Languages and Right to vote in Plenary Assemblies

- 394 1. (1) The languages used in the Plenary Assemblies shall be as provided in Articles 16 and 78.

- 395 (2) The preparatory documents of study groups, the documents and minutes of Plenary Assemblies and the documents published after these Assemblies by the International Consultative Committees shall be issued in the three working languages of the Union.

- 396 2. The Members which are authorized to vote at sessions of Plenary Assemblies of the Consultative Committees are those to which reference is made in 9 and 155. However, when a country, Member of the Union, is not represented by an administration, the representatives of the recognized private operating agencies of that country shall, as a whole, and regardless of their number, be entitled to a single vote, subject to the provisions of 376.

- 397 3. The provisions of 370 to 373 concerning the transfer of powers shall apply to Plenary Assemblies.

ARTICLE 72

Study Groups

- 398 1. The Plenary Assembly shall set up and maintain as necessary study groups to deal with questions to be studied. The administrations, recognized private operating agencies, international organizations and regional telecommunication organizations admitted in accordance with 377 and 378 which desire to take part in the work of the study groups shall give in their names either at the meeting of the Plenary Assembly or, at a later date, to the Director of the Consultative Committee concerned.

- 399 2. In addition, and subject to the provisions of 379 and 380, experts of scientific or industrial organizations may be admitted to take part in an advisory capacity in any meeting of any study group.

- 400 3. The Plenary Assembly shall normally appoint a Chairman and one Vice-Chairman of each study group. If the workload of any study group requires, the Plenary Assembly shall appoint such additional Vice-Chairmen

as it feels necessary for such study group or groups. If, in the interval between two meetings of the Plenary Assembly, a group Chairman is unable to carry out his duties and only one Vice-Chairman has been appointed, then such Vice-Chairman shall take the Chairman's place. In the case of a study group for which the Plenary Assembly has appointed more than one Vice-Chairman, the study group at its next meeting shall elect a new Chairman from among such Vice-Chairmen and, if necessary, a new Vice-Chairman from among the members of the study group. It shall likewise elect a new Vice-Chairman if one of the Vice-Chairmen is unable to carry out his duties during that period.

ARTICLE 73

Conduct of Business of Study Groups

401 1. Study groups shall conduct their work as far as possible by correspondence.

402 2. (1) However, the Plenary Assembly may give directives concerning the convening of any meetings of the study groups that may appear necessary to deal with large groups of questions.

403 (2) As a general rule, study groups shall hold no more than two meetings between sessions of the Plenary Assembly, including the final meetings held before that Assembly.

404 (3) Moreover, if after a Plenary Assembly a group Chairman considers it necessary for his study group to hold one or more meetings not provided for by the Plenary Assembly to discuss orally questions which could not be solved by correspondence, he may, with the approval of his administration and after consultation with the Director concerned and the members of his study group, suggest a meeting at a convenient place bearing in mind the need to keep expenses to a minimum.

405 3. Where necessary, the Plenary Assembly of a Consultative Committee may set up joint working parties for the study of questions requiring the participation of experts from several study groups.

406 4. The Director of a Consultative Committee, after consultation with the Secretary-General, and in agreement with the Chairman of the various study groups concerned, shall draw up the general plan of meetings of groups of study groups which are to meet in the same place during the same period.

407 5. The Director shall send the final reports of the study groups to the participating administrations, to the recognized private operating agencies of the Consultative Committee and, as occasion may demand, to such international organizations and regional telecommunication organizations as have participated. These shall be sent as soon as possible and, in any event, in time for them to be received at least one month before the date of the next meeting of the Plenary Assembly. This provision may be waived only when study group meetings are held immediately prior to the meeting of the Plenary Assembly. Questions which have not formed the subject of a report furnished in this way shall not appear on the agenda for the meeting of the Plenary Assembly.

ARTICLE 74

Duties of the Director, Specialized Secretariat

408 1. (1) The Director of a Consultative Committee shall coordinate the work of the Plenary Assembly and study groups, and shall be responsible for the organization of the work of the Consultative Committee.

409 (2) The Director shall be responsible for the documents of the Committee and arrange for their publication, in the working languages of the Union, with the Secretary-General.

410 (3) The Director shall be assisted by a secretariat composed of a specialized staff to work under his direction and to aid him in the organization of the work of the Committee.

411 (4) The staff of the specialized secretariats, laboratories and technical installations of the Consultative Committees shall be under the administrative control of the Secretary-General in accordance with the provisions of 268.

412 2. The Director shall choose the technical and administrative members of the secretariat within the framework of the budget as approved by the Plenary Conference or the Administrative Council. The appointment of the technical and administrative personnel is made by the Secretary-General in agreement with the Director. The final decision for appointment or dismissal rests with the Secretary-General.

413 3. The Director shall participate as of right, but in an advisory capacity, in meetings of the Plenary Assembly and of the study groups. He shall, subject to the provisions of 393, make all necessary preparations for meetings of the Plenary Assembly and of the study groups.

414 4. The Director shall submit to the Plenary Assembly a report on the activities of the Consultative Committee since the last meeting of the Plenary

Assembly. After approval, this report shall be sent to the Secretary-General for transmission to the Administrative Council.

415 5. The Director shall submit to the Administrative Council at its annual session a report on the activities of the Committee during the previous year for the information of the Council and of the Members of the Union.

416 6. The Director after consultation with the Secretary-General shall submit for the approval of the Plenary Assembly an estimate of the financial needs of the Committee up to the next meeting of the Plenary Assembly; this estimate, after approval by the Plenary Assembly, shall be sent to the Secretary-General for submission to the Administrative Council.

417 7. The Director shall prepare, for inclusion by the Secretary-General in the annual budget of the Union, an estimate of the expenses of the Committee for the following year, based on the estimate of the financial needs of the Committee approved by the Plenary Assembly.

418 8. The Director shall participate as necessary in technical cooperation activities of the Union within the framework of the Convention.

ARTICLE 75

Proposals for Administrative Conferences

419 1. The Plenary Assemblies of the International Consultative Committees are authorized to submit to administrative conferences proposals arising directly from their recommendations or from findings on questions under their study.

420 2. The Plenary Assemblies of the Consultative Committees may also make proposals for modification of the Administrative Regulations.

421 3. Such proposals shall be sent to the Secretary-General in good time for assembly, coordination and communication, as laid down in 338.

ARTICLE 76

Relations of Consultative Committees between themselves and with other International Organizations

422 1. (1) Plenary Assemblies of Consultative Committees may set up joint study groups to study and make recommendations on questions of common interest.

423 (2) The Directors of Consultative Committees may, in collaboration with the group Chairmen, organize joint meetings of study groups of both

Consultative Committees, to study and prepare draft recommendations on questions of common interest. Such draft recommendations shall be submitted to the next meeting of the Plenary Assembly of each Consultative Committee.

424 2. When one of the Consultative Committees is invited to participate in a meeting of the other Consultative Committee or of another international organization, the Plenary Assembly or the Director of the invited Consultative Committee is authorized to make arrangements for such representation in an advisory capacity, taking into account the provisions of 311.

425 3. The Secretary-General, the Deputy Secretary-General, the Chairman of the International Frequency Registration Board, and the Director of the other Consultative Committee, or their representatives, may attend meetings of a Consultative Committee in an advisory capacity. If necessary, a Consultative Committee may invite to attend its meetings, in an advisory capacity, representatives of any permanent organ of the Union which has not considered it necessary to be represented.

CHAPTER XI

Rules of Procedure of Conferences and other Meetings

ARTICLE 77

Rules of Procedure of Conferences and other Meetings

1. Order of Seating

426 At meetings of the conference, delegations shall be seated in the alphabetical order of the French names of the countries represented.

2. Inauguration of the Conference

427 1. (1) The inaugural meeting of the conference shall be preceded by a meeting of the Heads of delegations to prepare the agenda for the first Plenary Meeting.

428 (2) The Chairman of the meeting of Heads of delegations shall be appointed in accordance with the provisions of 429 and 430.

429 2. (1) The conference shall be opened by a person appointed by the inviting government.

430 (2) When there is no inviting government, it shall be opened by the oldest Head of delegation.

431 3. (1) The Chairman of the conference shall be elected at the first Plenary Meeting; generally he shall be a person nominated by the inviting government.

432 (2) If there is no inviting government, the Chairman shall be chosen, taking into account the proposal made by the Heads of delegations at the meeting described in 427.

433 4. The first Plenary Meeting shall also:

a) elect the Vice-Chairmen of the conference;

434 b) set up the conference committees and elect their respective Chairmen and Vice-Chairmen;

435 c) constitute the conference secretariat, made up of the staff of the General Secretariat of the Union, and, in case of need, of staff provided by the administration of the inviting government.

3. Powers of the Chairman of the Conference

436 1. The Chairman, in addition to the other prerogatives conferred upon him under these Rules of Procedure, shall open and close the meetings of the Plenary Meeting, direct the deliberations, ensure that the Rules of Procedure are applied, give the floor to speakers, put questions to the vote, and announce the decisions adopted.

437 2. He shall have the general direction of all the work of the conference, and shall ensure that order is maintained at Plenary Meetings. He shall give his ruling on motions of order and points of order and, in particular, he shall be empowered to propose that discussion on a question be postponed or closed, or that a meeting be suspended or adjourned. He may also decide to postpone the convening of a Plenary Meeting should he consider it necessary.

438 3. It shall be the duty of the Chairman to protect the right of each delegation to express its opinion freely and fully on the point at issue.

439 4. He shall ensure that discussion is limited to the point at issue, and he may interrupt any speaker who departs therefrom and request him to confine his remarks to the subject under discussion.

4. Appointment of Committees

440 1. The Plenary Meeting may appoint committees to consider matters referred to the conference. These committees may, in turn appoint sub-committees. Committees and sub-committees may form working groups.

441 2. However, sub-committees and working groups shall be formed only when it is absolutely necessary.

5. Budget Control Committee

442 1. At the opening of each conference or meeting, the Plenary Meeting shall appoint a budget control committee to determine the organization and the facilities available to the delegates, and to examine and approve the accounts for expenditure incurred throughout the duration of the conference or meeting. In addition to the members of delegations who wish to participate, this committee shall include a representative of the Secretary-General and, where there is an inviting government, a representative of that government.

443 2. Before the budget approved by the Administrative Council for the conference or meeting is exhausted, the budget control committee, in collaboration with the secretariat of the conference or meeting, shall present an interim statement of the expenditure to the Plenary Meeting. The Plenary Meeting shall take this statement into account in considering whether the progress made is sufficient to justify a prolongation of the conference or meeting after the date when the approved budget will be exhausted.

444 3. At the end of each conference or meeting, the budget control committee shall present a report to the Plenary Meeting showing, as accurately as possible, the estimated total expenditure of the conference or meeting.

445 4. After consideration and approval by the Plenary Meeting, this report, together with the observations of the Plenary Meeting, shall be transmitted to the Secretary-General for submission to the Administrative Council at its next annual session.

6. Composition of Committees

6.1 Plenipotentiary Conferences

446 Committees shall be composed of the delegates of Members and the observers referred to in 324, 325 and 326 who have so requested or who have been designated by the Plenary Meeting.

6.2 Administrative Conferences

447 Committees shall be composed of the delegates of Members and the observers and representatives referred to in 334 to 338 who have so requested or who have been designated by the Plenary Meeting.

7. Chairmen and Vice-Chairmen of Sub-Committees

448 The Chairman of each committee shall propose to his committee the choice of the Chairman and Vice-Chairmen of the sub-committees which may be set up.

8. Summons to Meetings

449 Plenary Meetings and meetings of committees, sub-committees and working groups shall be announced in good time in the meeting place of the conference.

9. Proposals presented before the Opening of the Conference

450 Proposals presented before the opening of the conference shall be allocated by the Plenary Meeting to the appropriate committees appointed in accordance with Section 4 of these Rules of Procedure. Nevertheless, the Plenary Meeting itself shall be entitled to deal with any proposal.

10. Proposals or Amendments presented during the Conference

451 1. Proposals or amendments presented after the opening of the conference must be delivered to the Chairman of the conference or to the Chairman of the appropriate committee, as the case may be. They may also be handed to the secretariat of the conference for publication and distribution as conference documents.

452 2. No written proposal or amendment may be presented unless signed by the Head of the delegation concerned or by his deputy.

453 3. The Chairman of a conference or of a committee may at any time submit proposals likely to accelerate the debates.

454 4. Every proposal or amendment shall give, in precise and exact terms, the text to be considered.

455 5. (1) The Chairman of the conference or the Chairman of the appropriate committee shall decide in each case whether a proposal or amendment submitted during a meeting shall be made orally or presented in writing for publication and distribution in accordance with 451.

456 (2) In general, the texts of all major proposals to be put to the vote shall be distributed in good time in the working languages of the conference, in order that they may be studied before discussion.

457 (3) In addition, the Chairman of the conference, on receiving proposals or amendments referred to in 451, shall refer them to the appropriate committee or to the Plenary Meeting as the case may be.

458 6. Any authorized person may read, or may ask to have read, at a Plenary Meeting any proposal or amendment submitted by him during the conference, and he shall be allowed to explain his reasons therefor.

11. Conditions required for Discussion of, and Vote on, any Proposal or Amendment

459 1. No proposal or amendment submitted prior to the opening of the conference or by a delegation during the conference may be discussed unless it is supported by at least one other delegation when it comes to be considered.

460 2. Each proposal or amendment duly supported shall be submitted to a vote after discussion.

12. Proposal or Amendments passed over or postponed

461 When a proposal or an amendment has been passed over or when its examination has been postponed, the delegation sponsoring it shall be responsible for seeing that it is considered later.

13. Rules for Debates of the Plenary Meeting

13.1 Quorum

462 For a valid vote to be taken at a Plenary Meeting, more than half of the delegations accredited to the conference and having the right to vote must be present or represented at the meeting.

13.2 Order of debates

463 (1) Persons desiring to speak must first obtain the consent of the Chairman. As a general rule, they shall begin by announcing in what capacity they speak.

464 (2) Any person speaking must express himself slowly and distinctly, separating his words and pausing as necessary in order that everybody may understand his meaning.

13.3 Motions of order and points of order

465 (1) During debates, any delegation may, when it thinks fit, submit a motion of order or raise a point of order, which shall at once be settled

by the Chairman in accordance with these Rules of Procedure. Any delegation may appeal against the Chairman's ruling; which shall however stand unless a majority of the delegations present and voting are against it.

466 (2) A delegation submitting a motion of order shall not, during its speech, discuss the substance of the matter in question.

467 13.4 *Priority of motions of order and points of order*

The motions and points of order mentioned in 465 and 466 shall be dealt with in the following order:

a) any point of order regarding the application of these Rules of Procedure;

468 b) suspension of a meeting;

469 c) adjournment of a meeting;

470 d) postponement of debate on the matter under discussion;

471 e) closure of debate on the matter under discussion;

472 f) any other motions of order or points of order that may be submitted, in which case it shall be for the Chairman to decide the relative order in which they shall be considered.

473 13.5 *Motion for suspension or adjournment of a meeting*

During the discussion of a question, a delegation may move that the meeting be suspended or adjourned, giving reasons for its proposal. If the proposal is seconded, the floor shall be given to two speakers to oppose the suspension or adjournment and solely for that purpose, after which the motion shall be put to the vote.

474 13.6 *Motion for postponement of debate*

During discussion of any question, a delegation may move that the debate be postponed for a stated period. Once such a proposal has been made, any discussion thereon shall be limited to no more than three speakers not counting the person submitting the proposal, one for the motion and two against, after which the motion shall be put to vote.

475 13.7 *Motion for closure of debate*

A delegation may at any time move that discussion on the point at issue be closed. In such cases the floor may be given to not more than two speakers opposing the motion, after which the motion shall be put to vote.

476 13.8 *Limitation of speakers*

(1) The Plenary Meeting may, if necessary, decide how many speeches any one delegation may make on any particular point, and how long they may last.

477 (2) However, as regards questions of procedure, the Chairman shall limit the time allowed for a speech to a maximum of five minutes.

478 (3) When a speaker has exceeded the time allowed, the Chairman shall notify the Meeting and request the speaker to conclude his remarks briefly.

479 13.9 *Closing the list of speakers*

(1) During the debate, the Chairman may rule that the list of speakers wishing to take the floor be read. He shall add the names of other delegations who indicate that they wish to speak and he may, then, with the assent of the Meeting, rule that the list be closed. Nevertheless, as an exceptional measure, the Chairman may rule, if he thinks fit, that a reply may be made to any previous statement, even after the list of speakers has been closed.

480 (2) The list of speakers having been exhausted, the Chairman shall declare discussion on the matter closed.

481 13.10 *Questions of competence*

Any question of competence that may arise shall be settled before a vote is taken on the substance of the matter under discussion.

482 13.11 *Withdrawal and resubmission of a motion*

The author of a motion may withdraw it before it is put to a vote. Any motion, whether it be amended or not, which has been withdrawn from debate may be resubmitted or taken up by the author of the amendment or by another delegation.

14. Right to Vote

483

1. At all meetings of the conference, the delegation of a Member of the Union duly accredited by that Member to take part in the work of the conference shall be entitled to one vote in accordance with Article 2.

484

2. The delegation of a Member of the Union shall exercise the right to vote under the conditions described in Article 67.

15. Voting

485 15.1 Definition of a majority

(1) A majority shall consist of more than half the delegations present and voting.

486 (2) In computing a majority, delegations abstaining shall not be taken into account.

487 (3) In case of a tie, a proposal or amendment shall be considered rejected.

488 (4) For the purpose of these Rules of Procedure, a "delegation present and voting" shall be a delegation voting for or against a proposal.

489 15.2 Non-participation in voting

Delegations which are present but do not take part in a particular vote or expressly state they do not wish to take part shall be considered neither as absent, for the purpose of determining a quorum as defined in 462, nor as abstaining for the purpose of 491.

490 15.3 Special majority

In cases where Members of the Union are to be admitted, the majority described in Article 1 shall apply.

491 15.4 Abstentions of more than fifty per cent

When the number of abstentions exceeds half the number of votes cast (for, against, abstentions, consideration of the matter under discussion shall be postponed to a later meeting, at which time abstentions shall not be taken into account.

492 15.5 Voting procedures

(1) The following voting procedures shall be adopted except in the case provided for in 495:

a) by a show of hands, as a general rule;

493 b) by roll call, if the above-mentioned procedure shows no clear majority or if so requested by at least two delegations.

494 (2) Votes by roll call shall be taken in the alphabetical order of the

French names of the Members represented.

495 15.6 Secret ballot

Voting shall be by secret ballot when at least five of the delegations present and entitled to vote so request. In such cases, the secretariat shall at once take steps to ensure the secrecy of the vote.

496 15.7 Prohibition of interruptions during votes

No delegation may interrupt once a vote has begun, unless to raise a point of order in connection with the way in which the vote is being taken.

497 15.8 Reasons for votes

The Chairman shall authorize any delegations which so request to give the reasons for their vote, after the vote has been taken.

498 15.9 Voting on parts of a proposal

(1) When the author of a proposal so requests, or when the meeting thinks fit, or when the Chairman, with the approval of the author, so proposes, that proposal shall be subdivided and its various sections put to the vote separately. The parts of the proposal which have been adopted shall then be put to the vote as a whole.

499 (2) If all the sections of a proposal are rejected the proposal shall be regarded as rejected as a whole.

500 15.10 Order of voting on concurrent proposals

(1) When there are two or more proposals on any one matter, they shall be put to the vote in the order in which they were presented, unless the meeting decides to the contrary.

501 (2) After each vote, the meeting shall decide whether or not the following proposal shall be voted on.

502 15.11 Amendments

(1) Any proposal for modification consisting only of a deletion from, an addition to, or a change in, a part of the original proposal shall be considered an amendment.

503 (2) Any amendment to a proposal accepted by the delegation submitting the proposal shall at once be embodied in the original proposal.

504 (3) No proposal for modification shall be regarded as an amendment if the meeting considers it to be incompatible with the original proposal.

505 15.12 *Voicing on amendments*

(1) When an amendment to a proposal is submitted, a vote shall first be taken on the amendment.

506 (2) When two or more amendments to a proposal are submitted, the amendment furthest from the original text shall be put to the vote first; of the remainder, that furthest from the proposal shall then be put to the vote and the same procedure shall be followed until all the amendments submitted have been considered.

507 (3) If one or more amendments are adopted, the proposal thus amended shall then be put to the vote.

508 (4) If no amendment is adopted, the original proposal shall be put to the vote.

16. *Committees and Sub-Committees*

Rules for Debates and Voting Procedures

509 1. The Chairmen of all committees and sub-committees shall have powers similar to those conferred by Section 3 of the present Rules of Procedure on the Chairman of the conference.

510 2. The provisions set forth in Section 13 of the present Rules of Procedure for the conduct of debates in the Plenary Meeting shall also apply to the discussions of committees and sub-committees, except in the matter of the quorum.

511 3. The provisions set forth in Section 15 shall also apply to votes taken in committees and sub-committees.

17. *Reservations*

512 1. As a general rule, any delegation whose views are not shared by the remaining delegations shall endeavour, as far as possible, to conform to the opinion of the majority.

513 2. However, if any decision appears to be of such a nature as to prevent its government from ratifying the Convention or from approving the revision of the Regulations, the delegation may make reservations, final or provisional, regarding this decision.

18. *Minutes of Plenary Meetings*

514 1. The minutes of Plenary Meetings shall be drawn up by the secretariat of the conference, which shall endeavour to ensure their distribution to delegations as early as possible before the date on which they are to be considered.

515 2. After the minutes have been distributed, delegations may submit in writing to the secretariat of the conference the corrections they consider to be justified; this shall be done in the shortest possible time. This shall not prevent them from presenting amendments orally during the meeting at which the minutes are approved.

516 3. (1) As a general rule, the minutes shall contain only proposals and conclusions, together with the principal arguments for them presented in terms as concise as possible.

517 (2) However, any delegation shall have the right to require the insertion in the minutes, either summarized or in full, of any statement it has made during the debates. In this case, the delegation should, as a general rule, announce this at the beginning of its statement in order to facilitate the work of the reporters and must itself hand in the text to the secretariat of the conference within two hours after the end of the meeting.

518 4. The right accorded in 517 regarding the insertion of statements in the minutes shall in all cases be used with discretion.

19. *Summary, Records and Reports of Committees and Sub-Committees*

519 1. (1) The debates of committees and sub-committees shall be summarized, meeting by meeting, in summary records drawn up by the secretariat of the conference in which shall be brought out the essential points of the discussion, and the various opinions of which note ought to be taken, together with any proposals or conclusions resulting from the debate as a whole.

520 (2) Nevertheless, any delegation shall be entitled to invoke 517.

521 (3) The right referred to above shall in all circumstances be used with discretion.

522 2. Committees and sub-committees may prepare any interim reports they deem necessary and, if circumstances warrant, they may submit, at the end of their work, a final report recapitulating in concise terms the proposals and conclusions resulting from the studies entrusted to them.

20. *Approval of Minutes, Summary Records and Reports*