

Governance of the WHO Regional Office for Europe





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At its fifty-ninth session, the Regional Committee held a preliminary discussion on the issue of governance and requested the Standing Committee of the Regional Committee (SCRC) to analyse the issues raised, with the involvement of Member States, noting that this could form a constructive point of departure for the incoming Regional Director.

At its second session in November 2009, the SCRC therefore decided to establish an ad hoc working group on health governance in the WHO European Region. The terms of reference of the Working Group were approved by the SCRC at its third session on 1 and 2 March 2010.

At that session, the SCRC also reviewed an interim report by the Regional Director on Governance of the WHO Regional Office for Europe, and gave its comments and recommendations on the various proposals put forward.

In turn, the SCRC Working Group held three meetings on the subject, including an extensive two-day meeting in Copenhagen on 12–13 April, where all issues linked to health governance and the strategic implications for the work of the Regional Office were reviewed.

Basically, there are two aspects to the issue of governance of health: a broad external view, focusing on the Regional Office's interaction with other organizations active in the field of health and the challenges to governance in this regard; and a more restricted internal view, looking at the methods of work and rules of procedure of the Regional Committee and the SCRC, as well as their interaction with the Executive Board and the World Health Assembly.

Both issues have been reviewed but, for the reasons explained in the Executive summary, the present paper concentrates on issues of governance within WHO, where it is felt that concrete proposals may be made for decision by the Regional Committee at its sixtieth session.

A complete set of proposed changes to the Rules of Procedure of the Regional Committee and of the SCRC are contained in the annex to the report, and a draft resolution is also attached, for consideration by the Regional Committee.

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Executive summary

In reviewing the key governance challenges that the WHO European Region is currently facing, the point of departure in the discussions between the Working Group on Health Governance under the Standing Committee of the WHO Regional Committee for Europe (SCRC) and the Regional Director was the fundamental values in health that unite the European Member States, such as universality, equity, solidarity, improved health outcomes, access to health care, and human rights. These values have guided the Organization through previous decades and still maintain their relevance as a common platform for future action. These fundamental principles, reflected in the Constitution of WHO, are also the point of departure for the Regional Director's vision, in which governance issues are central to successfully achieving the results of the Organization.

In accordance with Article 2 of its Constitution, WHO's role is to act as the directing and coordinating authority on international health work. In this regard, and as reflected in WHO's Eleventh General Programme of Work 2006–2015, Member States have collectively defined the Organization's core functions as follows:

- providing leadership on matters critical to health and engaging in partnership where joint action is needed;
- shaping the research agenda and stimulating the generation, translation and dissemination of valuable knowledge;
- setting norms and standards, and promoting and monitoring their implementation;
- articulating ethical and evidence-based policy options;
- providing technical support, catalysing change, and building sustainable institutional capacity; and
- monitoring the health situation and assessing health trends.

The WHO Regional Office for Europe needs to provide leadership and excellence in relation to these core functions within its sphere of responsibility, and it is within this overall context that the issue of governance in its broadest sense must be seen.

As identified by the Regional Director and the SCRC Working Group, the current governance challenges facing the Regional Office can be grouped under four broad headings:

- strengthening WHO's unique role in the Region;
- matching expertise with emerging health priorities;
- strengthening collaboration with other actors and stakeholders in international health; and
- mobilizing European support for global action and its contribution to global health.

In order to respond to these challenges, seven strategic priorities for intensive work have been identified in the Regional Director's "vision paper" (Better health for Europe. Adapting the Regional Office to the changing European environment: the perspective of the Regional Director):¹

- development of a European health policy as a coherent policy framework;

¹ Document EUR/RC60/8

- improved governance in the WHO European Region and in the Regional Office;
- further strengthening of collaboration with Member States;
- engaging in strategic partnerships for health for improved policy coherence;
- strengthening the European contribution to global health;
- reaching out through an information and communications strategy; and
- creating a positive working environment and sustainable funding for the work of the WHO Regional Office.

The present paper to the Regional Committee therefore concentrates on the internal WHO aspects of governance that will also be critical in supporting the strategic developments summarized above, and where specific proposals can be made to the Regional Committee at its sixtieth session.

The changes proposed concern:

- governance functions of the Regional Committee and the SCRC, including a strengthened oversight role of the latter;
- linkages between global and regional governing bodies and mechanisms for regional coordination;
- membership of the Executive Board and the SCRC, the issue of semi-permanency, and election of officers of the World Health Assembly;
- transparency of SCRC proceedings;
- nomination of the Regional Director, including the role and name of the Regional Search Group;
- the place and timing of sessions of the Regional Committee and the SCRC; and
- harmonization and alignment of some Rules of Procedure of the Regional Committee and SCRC with recent changes in rules governing the Executive Board and the World Health Assembly.

Detailed changes to the Rules of Procedure of the Regional Committee and the SCRC are proposed in the annex to this report.

In order to enable future members of the SCRC to be fully informed of their role and functions with regard to the governance of the Regional Office, a copy of the present paper will be included in the briefing folder that is distributed to them at their first meeting before they take up their duties.

The role of WHO's governing bodies

1. Since its establishment, the WHO Regional Office for Europe has seen significant changes in its roles and perspectives. These have come about because of changes in the environment, in health priorities and in the focus and capacity of WHO overall. Being relevant means responding adequately to the challenges at hand. Today, the Office must embark on a new phase of organizational focus and development based on a new European and international context. Both the WHO Regional Committee for Europe and its Standing Committee (SCRC) have significant roles to play in the years to come, in order to support the Regional Office's new work priorities and programmes.

2. At its fifty-ninth session, the Regional Committee held a preliminary discussion on the issue of governance and requested the SCRC to analyse the issues raised by the various delegations with the involvement of Member States, noting that it could form a constructive point of departure for the incoming Regional Director and a solid base for discussion and decisions at the Regional Committee's sixtieth session (RC60). It was also noted that, by resolution EUR/RC53/R1 on membership of the Executive Board, it had requested the SCRC to assess the experience gained in implementing that resolution and to report back to RC60 on the matter. As a consequence, the Seventeenth SCRC decided to establish an ad hoc working group on health governance in the European Region, to work in close cooperation and coordination with the Regional Director on all the above issues.

3. The following paragraphs in this report outline the changes required in the Rules of Procedure and methods of work of the Regional Committee and the SCRC. The proposals for change are based on extensive reviews and discussions that have taken place in formal meetings of the Working Group with the Regional Director during the first six months of 2010, and all the recommendations have been reached by consensus.

4. Changes to the Rules of Procedure or methods of work of the Regional Committee and the SCRC are suggested under the following six headings: (a) governance functions of the Regional Committee and the SCRC; (b) membership of the Executive Board and the SCRC, the issue of semi-permanency, and election of officers of the World Health Assembly; (c) transparency of SCRC proceedings; (d) nomination of the Regional Director, including the role and name of the Regional Search Group; (e) place and timing of sessions of the Regional Committee and the SCRC; and (f) harmonization and alignment of some Rules of Procedure of the Regional Committee and SCRC with recent changes in rules governing the Executive Board and the World Health Assembly.

5. Formal changes to the relevant Rules of Procedure are proposed in the Annex to this report and indicated within each relevant paragraph below.

Governance functions of the Regional Committee and the SCRC

WHO Constitution

6. When considering how the governance functions of the Regional Committee can best be strengthened, the point of departure should be a review of the objective and functions of the Organization, as defined in the WHO Constitution.

7. In accordance with Article 1 of the Constitution, the overriding objective of the Organization is "the attainment by all peoples of the highest possible level of health". Furthermore – and of particular relevance to the issue of health governance – Article 2 (a) states

that the Organization “shall act as the directing and coordinating authority on international health work”. The Constitution also makes it clear that the Organization is the collective responsibility of all Member States.

8. Within this overall framework, the functions of the Organization’s regional committees are defined in Article 50 of the Constitution, as follows:

- “to formulate policies governing matters of an exclusively regional character;
- to supervise the activities of the regional office;
- to suggest to the regional office the calling of technical conferences and such additional work or investigation in health matters as in the opinion of the regional committee would promote the objective of the Organization within the region; and
- to tender advice, through the Director-General, to the Organization on international health matters which have wider than regional significance.”

Strengthening the governance functions of the Regional Committee

9. In the long term, the combination of shortened Regional Committee sessions and the large number of agenda items predetermined at previous sessions or by the World Health Assembly and the Executive Board does not leave sufficient room for debate of current regional priorities and has, to some extent, unintentionally weakened the governance functions of the Regional Committee as set out in Article 50 of the Constitution. Over time, that situation may turn into a self-reinforcing process, where agenda items are sometimes seen to be of marginal interest to ministers of health, leading to many of them not making their attendance a priority, thus tending to further marginalize the Regional Committee’s governance function.

10. As from RC60, the Regional Director hopes to be able to start reversing this trend. While the agenda of a Regional Committee session is partly determined through issues and resolutions referred to it from the Executive Board and the World Health Assembly, she intends to focus as much of the time available at this year’s session as possible on high-level policy issues, inspired by the broad objectives of Article 50. It is her hope that refocusing the Regional Committee agenda in this manner will contribute to strengthening the policy dialogue between the Regional Committee and the Executive Board/World Health Assembly, and vice versa.

Attendance of ministers of health at sessions of the Regional Committee

11. The issue of attendance of ministers of health at sessions of the Regional Committee is not a new one, nor is it limited to the European Region.

12. As referred to above, the Regional Director has already taken steps to reorient certain parts of the agenda of RC60 in September 2010, focusing on high-level policy and strategy issues of direct relevance to ministers of health. For 2011 and beyond, this trend will be further accentuated, with an increasing number of policy issues on the agenda of sessions that are of direct interest to policy-makers.

13. During this year’s Regional Committee session, one full day of the Committee’s work will be a “ministers’ day”, focusing on “the Regional Office in the world” and devoted to a policy dialogue on issues of key concern to ministers that could have immediate impact on their work at national level. High-level policy issues on the agenda of RC60 include health and foreign policy and development cooperation, key public health and health policy challenges in Europe in the 21st century, and partnership for health in the WHO European Region, including strategic partnership between the Regional Office and the European Commission (EC).

14. The inclusion in the Regional Committee agenda of ministerial panel discussions on key policy issues should help mobilize European support for global action whenever called for by World Health Assembly resolutions, while at the same time preparing for global debates on key issues. While the Regional Committee will normally focus on issues of a specific regional character, ministerial panel discussions can clarify how calls for global action can best be reflected in regional decision-making processes, and as such contribute to the “One WHO” approach. Such panel discussions will also have the added advantage of making Regional Committee sessions more participatory, encouraging all countries in the Region to engage in the debate and to share their national experience.

15. In addition to reorienting the agenda of Regional Committee sessions towards more high-level policy issues, the involvement of ministers of health can also be stimulated through ministerial conferences or other high-level policy meetings. WHO ministerial conferences in Europe have been quite successful. The Regional Director wishes to continue with the convening of such conferences, in particular on topics of a multisectoral nature that bring together ministers of health and ministers of other sectors. The European environment and health process is a good model and should be followed by similar initiatives with education and other economic and social sectors.²

Linkages between global and regional governing bodies and mechanisms for regional coordination

16. A strengthened governance function of the Regional Committee, with agendas that focus more on key policy issues feeding into the global debates in the Board and at the Assembly, as set out in paragraphs 13–15 above, will also necessitate better coordination mechanisms for the European Member States during WHO governance meetings and intergovernmental processes than is the case today.

17. This issue will however take some time to resolve and will necessitate discussions both within WHO as well as with diplomatic missions in Geneva, in order not to interfere with already established coordination mechanisms such as those of the European Union, the Nordic Countries and WEOG (Western and Other Group). The Regional Director intends to initiate a process of consultation in this regard, and to report her findings and recommendations to a future meeting of the SCRC in the course of 2011.

Strengthening the oversight functions of the SCRC

18. In accordance with Article 50 (b) of the Constitution of WHO, a key governance function of the Regional Committee is “to supervise the activities of the regional office.” In view of this, and in order to enable the Regional Committee to be refocused towards a more active involvement in global and regional policy debates as outlined above, it would be necessary to devolve some governance and oversight functions to the SCRC.

² Combining ministerial conferences with Regional Committee sessions would, however, entail significant practical and logistic difficulties, since the timing of those sessions has to fit in with the Organization’s global agenda. Sessions of all six regional committees are convened in September of each year, in order to allow regional discussions of issues referred to them by resolutions of the World Health Assembly in May, and in time for a consolidated Organization-wide response to be put to the Executive Board session in January the following year. In addition, the regional review of the biennial programme budget must be undertaken well ahead of the January Executive Board session, in order to allow for the regional committees’ comments and advice to be incorporated into the Director-General’s budget proposals.

19. A mandate for a strengthened oversight role on the part of the SCRC is fully provided for through the above supervisory role of the Regional Committee, in combination with Rule 14.2.10 (a) of the Rules of Procedure of the Regional Committee, which states that a function of the SCRC is “to act for and represent the Regional Committee and to ensure that effect is given to the decisions and policies of the Regional Committee.”

20. At its first meeting in Stockholm on 3 December 2009, the SCRC’s Working Group on Health Governance accordingly discussed ways and means of strengthening the role of the SCRC and the latter’s relationship with the Regional Committee. The formal relationship and interactions between the Executive Board and the World Health Assembly were referred to as a possible model that could be implemented in the European Region.

21. There could be significant merit in making more proactive use of some of the provisions of the Rules of Procedure governing the interactions between the Regional Committee and the SCRC, such as the referral of questions and issues by the Regional Committee to the SCRC for its review and advice in line with Rule 14.2.10 (b).

22. The Working Group has taken note of and supports the Regional Director’s intention of regarding the strategic programme budget as a “contract” between the Regional Office and the Regional Committee, setting out what the Regional Director commits herself to delivering over the coming biennium. In that context, a strengthened management oversight role by the SCRC could include ad hoc assessments of key outputs and deliverables identified in the programme budget; reviews of implementation versus strategic plans and budget allocations; and other summary reports on performance and accountability.

23. The focus would have to be on “oversight”, avoiding micro-management or interference with the Regional Director’s executive functions. In order to operationalize this oversight role, the SCRC should receive standardized management reports at regular intervals on key issues, and the Regional Director has been requested to come up with proposals in this regard.

24. It was recalled by the Working Group that Rule 14.2.10 of the Rules of Procedure, with its sub-sections (a) to (g) stipulating the functions of the Standing Committee, was in fact closely modelled on Article 28 of the WHO Constitution, which sets out the functions of the Executive Board vis-à-vis the World Health Assembly. As such, the opportunity for a strengthened relationship between the Regional Committee and the SCRC already exists in the Rules of Procedure. The Regional Committee could however sometimes more explicitly delegate questions and issues to the SCRC – including in the resolutions that it adopts. This would also free up time at sessions of the Regional Committee that could be better used for policy dialogue.

25. In accordance with Rule 14.2.10 (c), the SCRC may also “submit advice and proposals to the Regional Committee and to the Regional Director on its own initiative”. While this rule does not explicitly authorize the SCRC to ask the Regional Director to initiate studies and reviews on its behalf, both the Regional Director and the Working Group considered that established practice nevertheless authorized the SCRC to make such requests whenever appropriate. An explicit change to the Rules of Procedure for this purpose was therefore not considered necessary.

26. A special case relating to the SCRC’s strengthened oversight functions applies to the transition period of a new Regional Director, i.e. the period between nomination in September of one year and assumption of office on 1 February the following year.

27. The SCRC can also contribute significantly to a smooth hand-over by ensuring that the Regional Director nominee is brought into the management processes together with the outgoing Regional Director, e.g. by inviting the Regional Director nominee to participate in

SCRC meetings as an observer. The SCRC has a key role to play in this regard and can promote an open and transparent consultation process, by recommending the outgoing Regional Director also to informally include the Regional Director nominee in important strategy and management issues, such as programme planning, budgeting and staff appointments to senior positions.³

28. During its deliberations, the Working Group also recommended that a “transition account” should be established by WHO headquarters for the Regional Director nominee, to which Member States or other donors could contribute immediately after the nomination. Such an account, managed through WHO headquarters, would have to be governed by clear criteria concerning both signatory authority and the types of expenditures that would be permitted (consultancy services, reviews and studies, etc.). The Working Group recognized that the practical implications of such an account would have to be further reviewed in an Organization-wide context and therefore did not see a need for changes to any of the Rules of Procedure at this point in time.

Membership of the Executive Board and the SCRC, the issue of semi-permanency, and election of officers of the World Health Assembly

29. The following paragraphs (30–39) can be regarded as the SCRC Working Group’s report to the SCRC and the Regional Committee on the lessons learned from implementation of resolution EUR/RC53/R1. That resolution, adopted in 2003, focused on the criteria and geographical grouping for Executive Board membership, including the issue of semi-permanency. Operative paragraph 5 of the resolution requested the SCRC “to assess the experience gained in implementing the above recommendations and to report its findings to the Regional Committee at its sixtieth session in 2010.” The following consequently reflects the Working Group’s feedback on the experience gained and the lessons learned in this regard.

Subregional groupings of countries and criteria for membership of the Executive Board and the SCRC

30. When resolution EUR/RC53/R1 was adopted, the European Region had seven seats on the Executive Board, since increased to eight. Nevertheless, the experience gained with geographical groupings, criteria for selection of Member States and criteria regarding candidates for Executive Board membership has largely been positive.

31. Owing to changes in geopolitical alignments over the last decade, the Working Group is however proposing a change, and indeed a simplification, in the geographical groupings to be used to decide on nominations for membership of the Executive Board.

32. The same geographical groupings have in practice also been used for the nomination of SCRC members since resolution EUR/RC53/R1 was adopted. The Working Group believes that this practice should now be formalized. While there would be no need to change Rule 14.2.1 of the Rules of Procedure, which simply refers to the need for “equitable geographical distribution”, a simplified geographical grouping for both the Executive Board and the SCRC could be formalized through the adoption of a new resolution by RC60 (see document EUR/RC60/Conf.Doc./5).

³ WHO headquarters is currently in the process of developing procedures in regard to staff appointments during Director-General and Regional Director transition periods. The SCRC should keep the issue under review, to ensure that proper procedures are put in place in this regard in the European Region.

33. So far as criteria for the representatives of countries putting forward a candidacy are concerned, there are currently no specific criteria for membership of the SCRC laid down in the Rules of Procedure, other than the general requirement that “Member States shall submit with their nominations *curricula vitae*, in a standard format, of the representatives they intend to appoint if elected to the Standing Committee.” (Rule 14.2.2 (a)). The Working Group feels that the same criteria for experience and areas of competence required for Executive Board membership, laid down in the annex to resolution EUR/RC53/R1, could be extended to SCRC candidatures, but that in both cases the desirability of a broad skill mix and practical experience of both public health and national administration should be added.

34. Among the criteria set out in resolution EUR/RC53/R1 for selection of Member States entitled to designate a person to serve on the Executive Board, there is, however, one provision that the Working Group would be in favour of removing, namely the ban on dual membership of the Executive Board and the SCRC. As is the case at global level, the Regional Director needs to maintain close contact with the semi-permanent members of the Board, and it is in the whole Region’s interest that these three countries take an active role in the policy debate and strategic development of WHO’s European Region. In the Working Group’s opinion, it is preferable that such contacts are not only informal, giving the semi-permanent members an opportunity for hands-on involvement in the SCRC. Furthermore, if the membership of the SCRC is increased from 9 to 12 as recommended in paragraph 41 below, and since the criteria for regional groupings will in any case ensure a good geographical distribution of seats, other countries will also benefit from this arrangement, enabling them to act as a bridge between the Board and the SCRC. It should also be noted that no ban on dual membership exists in the formal Rules of Procedure.

The issue of semi-permanence

35. The issue of balancing, on the one hand, the need to give each country in the Region a fair chance of being represented on the Executive Board with, on the other, the representation of those Member States that are permanent members of the United Nations Security Council, is indeed not a new one.

36. Following the mandate given by the Regional Committee at its forty-seventh session in 1997, an extensive study of the practice applied to the governing bodies of other United Nations organizations was carried out by the SCRC in 1997–1998, culminating in a recommendation that the three Member States in the Region that have permanent seats on the Security Council should in future each serve for three years out of nine. As such, only one of the three members concerned would have a seat on the Board at any given time. However, the Regional Committee did not come to any conclusion on the matter at the time.

37. Later, the tenth SCRC (2002–2003) established a subgroup to evaluate arrangements for membership of the Executive Board, with a mandate to report on its conclusions to RC53. The work of that subgroup laid the foundations for the first real change to semi-permanent membership of the Executive Board as far as the European Region is concerned. By resolution EUR/RC53/R1, which it adopted after hearing the report of the SCRC subgroup, the Regional Committee recommended that the periodicity of Board membership for the three European countries concerned should be extended to three out of six years, as of 2006.

38. Although the resolution was in no way binding on the three Member States and only constituted a recommendation, it is much to their credit that the formula proposed has since been fully respected. This is all the more noteworthy since the two other permanent members of the United Nations Security Council – China and the United States – have not made any such concessions and continue to hold Executive Board membership for three out of every four years, as in the past.

39. In view of the European experience as outlined above, the Working Group would recommend that further changes should not be attempted in this area at the present time. While it could be argued that the whole concept of semi-permanence is outdated and no longer reflects the political realities of the twenty-first century, it is the Working Group's view that further initiatives in this area as far as Europe is concerned should preferably be linked to a broad revision of the concept by the Board itself, involving all the five countries concerned.

Membership of the SCRC

40. The SCRC has provided invaluable support both to the Regional Committee and to the regional directors ever since it was established in 1993. During the first five or six years, the Standing Committee met two to three times each year, but it has since taken on an increasingly active role in the governance of WHO in the European Region, acting as a bridge between the Regional Committee and the Regional Director.

41. In view of the strengthened oversight role of the SCRC as recommended in paragraphs 18–26 above, the Regional Director, supported by the Working Group, would be in favour of increasing its membership from the current nine to twelve members, and of amending Rule 14.2.1 accordingly. Such an expansion would contribute to the objective of involving all European Member States in the governance of what is, after all, their organization, while at the same time facilitating a better overall geographical balance.

42. In conjunction with such an expansion, current selection procedures for membership of SCRC, and linkage to the Regional Committee, should also be made clearer and more transparent for Member States. While there are no explicit rules to this effect, it should be understood by Member States that the following linkage between membership of SCRC and officers of the Regional Committee has de facto evolved over the years: during the second year of incumbency, a member of the SCRC may be elected as Vice-Chair of the Committee, progressing in the subsequent year to Chair of the SCRC and Deputy Executive President of the Regional Committee, as per Rule 14.2.4. The following year, and on leaving the SCRC, the person will take over as Executive President of the Regional Committee and also continue to attend sessions of the SCRC as an observer. Both the Regional Director and the Working Group recognize that there are weaknesses in these selection and decision mechanisms, and that concerns expressed from time to time by Member States in this regard are therefore justified. While the SCRC must not be seen to be political and must avoid any impression of being an “insiders’ club”, neither the Regional Director nor the Working Group has any alternative recommendations at this stage, and they suggest that the issue should be referred to next year's SCRC for a proper in-depth discussion, and for reporting back to the Regional Committee at its sixty-first session in 2011.

43. Should the Regional Committee agree to increase the membership of the SCRC from nine to twelve members, selected from three clearly defined subregional groupings, it is recommended that the Regional Committee should also authorize a temporary modification to Rule 14.2.3, in order to avoid having six vacant seats on the Standing Committee every three years. A future cycle of four vacant seats per year could be implemented already at this year's session of the Regional Committee if one newly elected member were appointed to serve for four years and another for two years – both drawn by lot in such a way that the three geographical groupings would be equally represented. It will of course be up to the Regional Committee to decide if such an adjustment to the Standing Committee's membership should be applied already in 2010, or rather deferred to 2011.

44. It is also recommended that Rule 14.2.6 should be deleted, regarding the role of the country from which the Deputy Executive President of the Regional Committee comes. Neither

the Regional Director nor the Working Group can see any compelling reasons why membership of the SCRC could not continue to be exercised by another person from the same country for the remainder of the three-year term of office.

Election of officers of the World Health Assembly

45. The subgroup of the tenth SCRC (2002–2003), in addition to evaluating arrangements for membership of the Executive Board, also commented on membership of the World Health Assembly's General Committee and Committee on Nominations (since abolished) and concluded that the practice of semi-permanence should not apply to nominations for membership of those committees.

46. The General Committee is an important committee of the Health Assembly, determining the order of business of the plenary, allocating agenda items between Committees A and B, and deciding on the deferment, if required, of any item(s) to a future Assembly.

47. Of the 25 members of the Committee, six are elected from the European Region: they are the three permanent members of the United Nations Security Council, one member from the delegation of the country that holds the Presidency of the European Union, one additional country proposed by the Regional Director and nominated by the SCRC on a rotational basis, plus either the President or one of the Vice-Presidents of the Assembly.

48. In addition, however, Rule 30 of the Rules of Procedure of the Health Assembly provides for any other country not represented on the General Committee to be able to participate, without a vote in the deliberations, if so invited by the Chairman.

49. Since voting in the General Committee is relatively rare, with most decisions reached through general agreement, no changes to present practice are recommended at this time, as these would only affect European membership, and not the other two permanent members of the Security Council.

50. On the other hand, since criteria for individual candidates to the Board have been established through resolution EUR/RC53/R1 – and may also be extended to membership of the SCRC as per paragraph 33 above – it is recommended that similar criteria should be kept in mind when nominating officers of the Health Assembly, in order to ensure the best possible competence of officers coming from the European Region.

Transparency of SCRC proceedings

51. A strengthened oversight role for the SCRC should go hand-in-hand with increased transparency of its proceedings. The Working Group recognizes the fact that more could be done to keep an open dialogue with European Member States regarding the proceedings of the SCRC, and has, together with the Regional Director, made a number of recommendations in that regard, as reflected in the following.

52. In line with established practice in the Executive Board, and as per Rule 3 of that body's Rules of Procedure, both the Regional Director and the Working Group would be in favour of allowing European Member States who are not members of the SCRC at any given time to be able to participate without vote in the deliberations of the Committee – on the understanding that such participation would be at their own expense. In order not to put those Member States that have somewhat strained economies at a disadvantage in this regard, it is suggested to limit this facility to the one meeting of the SCRC that takes place each year immediately prior to the

opening of the World Health Assembly. On that occasion, delegations from all European Member States are in any case present in Geneva, and their participation as observers in the SCRC would not entail additional expenditure.

53. The question of opening up the SCRC in this manner was discussed at great length in the Working Group, and it should be recognized that there are both advantages and disadvantages in doing so. While more active involvement of all Member States would certainly be most welcome, it also has to be recognized that it would be difficult to maintain an informal and spontaneous discussion in the Committee if the number of participating countries were to increase much beyond the new recommended membership level of 12. As far as the opening up of the May SCRC meeting is concerned, as suggested above, care will also have to be taken not to create a one-day “mini-Regional Committee”, where all attending Member States would feel entitled to intervene. It is therefore recommended that the concept of an open SCRC meeting should first be tested in 2011, based on clear procedures, rules and criteria to be developed for consideration by the November 2010 meeting of the SCRC, before a decision is taken as to whether such a practice should be institutionalized or not.

54. In the general interest of transparency, it is also recommended that this pre-Health Assembly session of the SCRC could, in the years when a Regional Director is to be nominated, furthermore be used as an opportunity for candidates to make a time-limited presentation to the Standing Committee and to participating Member States.

55. The following additional initiatives are also recommended to increase transparency: The names and contact details of members of the SCRC should be put on the Regional Office’s web site, with links to a password-protected site for Member States, where interim reports of the Committee could be placed, and where Member States could suggest items for the agenda and put questions to the Regional Director. The current time-lag between meetings of the SCRC and publication of the related report should also be significantly shortened, with a target date of one month for posting the report on the Regional Office’s public web site.

56. Some of the working documents of the Standing Committee that are of particular relevance to Member States could also be posted on the password-protected web site; this arrangement will also be tested during 2011.

57. Finally, it is recommended to increase transparency by transmitting, through video streaming, certain parts of the SCRC’s discussions to the ministries of those Member States in the Region that would not be attending a session. Member States could, for example, be encouraged to send in questions to the Regional Director before SCRC sessions through the password-protected web site and the Regional Director could in turn address such questions in her opening statement. It would be premature to prescribe in detail how such video streaming should be set up, or which issues should be covered. At the present time, this should be seen as work in progress, and the practical implications, including the costs, of such arrangements would first have to be properly analysed and tested in the course of 2011.

58. Positive action on the above proposals should increase the transparency of the work of the SCRC for the benefit of all European Member States. Likewise, it would encourage all countries in the Region to engage more fully in policy debates affecting both their own countries and the Regional Office, thus also strengthening their involvement in the governance of the Organization.

59. If the Regional Committee agrees to the above proposals, corresponding revisions to Rule 3 of the SCRC’s Rules of Procedure and Rule 14 of those of the Regional Committee could be introduced in due course, probably from late 2011, once the required experience has been gained.

Nomination of the Regional Director, including the role and name of the Regional Search Group

60. The role and functions of the Regional Search Group, appointed by the Regional Committee at its session preceding the one at which a person should be nominated as Regional Director, are described in detail in Rule 47 of the Rules of Procedure of the Regional Committee.

61. Three fundamental questions were reviewed by the Working Group in this regard: first, does the Search Group fulfil a useful purpose or should it be abolished; second, if it is to be retained, what should be the Director-General's involvement in the process; and third, should the Search Group actually search for candidates or should it instead focus on the review and evaluation of candidates?

62. As far as the first issue is concerned, the Working Group noted that the European Region was the only WHO region to have a formal search/evaluation process for candidates for the post of Regional Director. On balance, the Working Group felt that the current process is one of building confidence with Member States and that, given certain changes in approach as set out below, the Regional Search Group should be retained.

63. On the second issue, and under current rules, other than receiving and forwarding proposals of names of candidates from Member States, the Director-General has no involvement in reviewing candidatures, hearing candidates' oral presentations or giving his/her input when the short-list for the post is drawn up by the Regional Search Group.

64. Consultations have been held with the Director-General on this issue. While there clearly are pros and cons to the question of a more direct involvement of the Director-General in the nomination process for regional directors, her view is that a change in the WHO Constitution in this regard is not a realistic option at this time. Article 52 of the Constitution states that "The head of the regional office shall be the Regional Director *appointed by the Board in agreement with the regional committee*", thus clearly establishing a separation of duties between the governance functions of the Board and the Regional Committee, on the one hand, and the executive functions of the Director-General, on the other.

65. On the other hand, within the concept of "One WHO", it could be argued that there has to be a logical link between the Organization's headquarters and its regional offices, with one overall leader ensuring consistency in the work carried out at all regional and country levels. As such, it is difficult to see how the Organization could function optimally unless that leader, i.e. the Director-General, also had a hand in selecting his or her closest collaborators, i.e. the regional directors.

66. The Director-General feels on balance that each region should define its own process for the nomination of its Regional Director, and that as a matter of principle the Director-General should not play any active role in the process. In view of this, the Working Group would not recommend any changes to the Rules of Procedure with regard to the Director-General's involvement in the process of nominating regional directors.

67. The Working Group does feel, however, that certain changes are required with regard to the timelines for the nomination process. Rule 47.9 of the Rules of Procedure of the Regional Committee states that "The Director-General shall, not less than ten weeks before the date fixed for the opening of the session, cause copies of all proposals for nomination ... to be sent to each Member of the Region ...". Rule 47.10 states: "At the same time, the Chairperson of the Regional Search Group shall send, under confidential cover, the evaluation report of the Search

Group on all candidates, and an unranked short-list of not more than 5 candidates ... to each Member State ...”.

68. The simultaneous receipt of two letters from the Director-General’s Office – one informing Members of nominations received, and the other conveying a short-list from the Search Group – has understandably created confusion in the past. Since nominations for the post of Regional Director are received by the Director-General already seven months before the opening of the Regional Committee session (Rule 47.4), the Working Group is recommending that Rule 47.9 should be changed to enable copies of nominations to be received by Member States six months before the Regional Committee meets, rather than 10 weeks as at present. In this way, all Member States would have a complete overview of who the candidates are, in good time before the opening of the Health Assembly – and this would also facilitate the Working Group’s related proposal contained in paragraph 54 above.

69. The timeline foreseen in Rule 47.10 could remain unchanged, i.e. that the confidential evaluation report and unranked short list prepared by the Search Group could be sent out “not less than ten weeks” before the opening of the Regional Committee session.

70. With regard to the third issue, i.e. the role and name of the Search Group, the Working Group acknowledges the fact that, since Member States are free to both nominate and elect whomever they want for the post of Regional Director, there is little added value in having a group appointed by the Regional Committee to actively search for candidates. A more useful function of this group would thus be to evaluate candidates based on clear criteria, with the purpose of coming up with an unranked short-list of not more than five candidates, as per Rule 47.10.

71. A corresponding change in the name of the group – from Regional Search Group to Regional Evaluation Group – has accordingly been proposed in Rule 47 of the Rules of Procedure in the Annex to this report.

72. The Working Group is also in favour of deleting that part of Rule 47.2 (a) which currently excludes persons represented on the SCRC from being considered as candidates for membership of the Regional Evaluation Group. Because of their close involvement in policy and oversight issues involving the Regional Office, members of the SCRC would often be particularly well-suited to evaluate candidates’ qualifications and skills in relation to the demands of the post of Regional Director.

73. Rather than having a formal ban on joint membership of these two groups, the Working Group therefore recommends that Rule 47.2 (a) should be changed to the effect that one of the members of the Regional Evaluation Group would normally be a person having either recently served on the SCRC, or currently representing his or her country on that Committee.

Place and timing of sessions of the Regional Committee and the SCRC

74. The Regional Director and the Working Group discussed current commitments with regard to future sessions of the Regional Committee, as well as the timing of sessions of the SCRC in the light of the strengthened oversight functions proposed for the SCRC in paragraphs 18–28 above.

75. At present, the Regional Committee has reconfirmed that its next four sessions will be held outside Copenhagen, as follows: 2010 Moscow, 2011 Azerbaijan, 2012 Malta and 2013 Portugal (resolution EUR/RC59/R6).

76. While the generosity of the prospective host countries is fully appreciated, there are also undeniable difficulties for the Secretariat in holding Regional Committee sessions outside the Regional Office premises, partly linked to conference facilities and partly to the duty travel costs of moving large numbers of technical, administrative, language and editorial staff. It was recalled that the practice in the European Region used to be, and is still in other regions, that Regional Committee sessions were held outside the Regional Office only when there was no biennial programme budget to consider or when there was no nomination of the Regional Director to be made.

77. As a new “United Nations City” with extensive state-of-the art conference facilities is under advanced planning in Copenhagen and will be ready in 2013, it is recommended that as from 2014, sessions of the Regional Committee should be held in Copenhagen (a) in even-numbered years whenever the proposed biennial programme budget is to be considered, and (b) in the years of nomination of Regional Director (such a cycle would set the Regional Office as the venue for the Regional Committee sessions for six out of every ten years).

78. As far as the timing and duration of sessions of the SCRC are concerned, the current schedule is as follows:

- a short planning meeting in September immediately after the close of the Regional Committee session;
- two days in November;
- two days at the Regional Office at the end of March/in early April;
- a brief meeting on the Sunday in May prior to the opening of the World Health Assembly;
- an occasional additional meeting in June, depending upon the nature of issues to be presented to the Regional Committee;
- a meeting on the Sunday in September prior to the opening of the Regional Committee session.

79. The Working Group has requested the Regional Director and the Secretariat to review the above schedule and durations in light of the new, proposed oversight functions of the SCRC and to make recommendations accordingly in due course.

80. No changes in the Rules of Procedure would be required in regard to these issues.

Harmonization and adjustment of the Rules of Procedure of the Regional Committee and the SCRC with those of the Executive Board and the World Health Assembly

81. For completeness, a number of “housekeeping” issues are also introduced in the amended text of the Rules of Procedure of the Regional Committee and the SCRC annexed to this report, in order to harmonize the rules applicable in the European Region with recent modifications to the rules for the Executive Board and the World Health Assembly.

82. These issues concern Rule 8 (the Regional Director’s report as an item on the agenda of the Regional Committee sessions); Rule 26 (the right of reply); Rule 34 (order of voting on proposals); Rule 44 (explanation of vote); and Rule 47.12 (presence during nomination of the Regional Director).

83. The changes are self-explanatory through the deletions and additions which appear in the Annex.

Financial Implications

84. The financial implications for the Regional Office of implementing all of the above recommendations concerning revised methods of work and Rules of Procedure of the Regional Committee and of the SCRC are mainly linked to the increase in membership of the SCRC and costs associated with video-streaming some of the Committee's meetings. (Costs in terms of Secretariat staff time, e.g. in preparing additional management and oversight reports for the SCRC, will be absorbed in any case and have therefore not been included.)

85. Additional per diem and travel costs of three more members of the SCRC will amount to approximately US\$ 19 500 per year, based on six meetings and calculated on the basis of actual figures for 2010.

86. Assuming that three more members may also necessitate one additional team of interpreters for five of the meetings (excluding the SCRC meeting in May in Geneva when interpretation into all official languages is provided in any case) will add another US\$ 26 500, while video-streaming and miscellaneous expenditures will add a final US\$ 10 000 to the 2010 costs.

87. Overall, therefore, the financial implications of the recommendations will be limited to US\$ 56 000 per annum or US\$ 112 000 per biennium.

Summary of proposed changes

88. A complete set of proposed changes to the formal Rules of Procedure of the Regional Committee and of the Standing Committee are set out in the Annex to this document. For ease of reference, additions are underlined and deletions are shown in "strike-through", thus clearly indicating the details and nature of the changes suggested.

89. In addition, the attached draft resolution (EUR/RC60/Conf.Doc./5) further summarizes the various changes to the methods of work of the Regional Committee and the Standing Committee recommended in the present report.

Annex

**Rules of Procedure
of the
Regional Committee for Europe
and of the
Standing Committee
of the
Regional Committee for Europe**

Including amendments adopted ~~in 1994~~
September 2010 ~~2004~~



COPENHAGEN
2010 ~~2004~~

Part I:

**Rules of Procedure
of the
Regional Committee for Europe**

I. Membership and attendance

Rule 1

The Regional Committee shall consist of not more than two representatives of each of the Members (i.e. Member States and Associate Members) of the European Region of the World Health Organization. The representatives may be accompanied by alternates and advisers.

Rule 2

Subject to the terms of any existing agreements, the Regional Committee may arrange for consultation with the respective regional committees of the United Nations and with those of other specialized agencies and with other regional international organizations having interests in common with the World Health Organization and for their participation, without vote, in its discussions.

The Regional Director, in consultation with the Regional Committee, may invite States not members of the Committee to participate without vote in the sessions of the Committee. The Regional Director, in consultation with the Regional Committee, may also invite nongovernmental organizations to participate in the deliberations of the Committee as provided in section 5 of the "Principles governing relations between the World Health Organization and nongovernmental organizations".

II. Credentials

Rule 3

The Members shall communicate to the Regional Director, if possible fifteen days before the date fixed for the opening of any session of the Regional Committee, the names of their representatives and the names of all alternates, and advisers. Similarly, the organizations referred to in Rule 2 invited to be represented at the session shall communicate the names of the persons by whom they will be represented.

The credentials of persons attending the session shall be delivered to the Regional Director, if possible before the opening of the session.

III. Sessions

Rule 4

The Regional Committee shall hold at least one session a year. It shall determine at each session two years in advance the time and place of subsequent sessions. Notices convening the session shall be sent by the Regional Director not more than six months nor less than six weeks before the commencement of the session to the Members, to the Director-General of the World Health Organization and to the organizations referred to in Rule 2 invited to be represented.

Rule 5

The Regional Director, in consultation with the President, shall also convene the Regional Committee at the joint request of any eight Members addressed to him or her in writing and stating the reason for the request. In this case, the Committee shall be convened within thirty days following receipt of the request and the session shall be held at the Regional Office

~~Headquarters~~ unless the Regional Director, in consultation with the President, determines otherwise.

The agenda of such a session shall be limited to the questions having necessitated that session. In the event that the post of Regional Director unexpectedly falls vacant, the Director-General may, in consultation with the President, convene the Regional Committee for the purpose of establishing a Regional Evaluation Search Group and taking related decisions in accordance with Rule 47.

Rule 6

Except as provided in Rule 47 the meetings shall be held in public, unless the Regional Committee decides otherwise.

IV. Agenda

Rule 7

The provisional agenda of each session shall be drawn up by the Regional Director and despatched with the notice of convocation.

Rule 8

Except in the case of sessions convened under Rule 5, the provisional agenda of each session shall include:

- (a) all items the inclusion of which has been prescribed by the World Health Assembly;
- (b) all items the inclusion of which has been prescribed by the Executive Board of the World Health Organization;
- (c) any item proposed by the Director-General;
- (d) any item proposed by a Member of the Region;
- (e) any item proposed by the Standing Committee (established under Rule 14);
- (f) the report of the Standing Committee; ~~as provided for in Rule 16.~~
- (g) the annual report of the Regional Director.

Rule 9

Subject to the provisions of Rule 5, the Regional Director may, in consultation with the President and the Executive President of the Regional Committee (as provided in Rule 10), and the Deputy Executive President as Chairperson of the Standing Committee (as provided in Rule 14.2.4) include any question which may arise between the despatch of the provisional agenda and the opening of the session in a supplementary agenda, which the Regional Committee shall examine together with the provisional agenda.

V. Officers of the Regional Committee

Rule 10

10.1 The Regional Committee, at each annual session convened under Rule 4, shall elect as its officers a President, an Executive President and a Deputy Executive President. It shall also elect a Rapporteur. The officers and the Rapporteur shall hold office until their successors are elected.

The Deputy Executive President would normally be elected Executive President at the subsequent regular session of the Regional Committee.

10.2 The Standing Committee established under Rule 14.2 below shall submit, after appropriate consultations, one nomination each for President, Executive President and Deputy Executive President. Additional nominations for President, Executive President and Deputy Executive President may be made by the Members of the Regional Committee.

Rule 11

11.1 In addition to exercising the powers which are conferred upon him or her elsewhere by these Rules, the presiding officer shall declare the opening and closing of each meeting of the Regional Committee, shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order, and, subject to these Rules, shall control the proceedings at any meeting and shall maintain order thereat. The President may, in the course of the discussion of any item, propose to the Regional Committee the limitation of the time to be allowed to each speaker or the closure of the list of speakers.

11.2 When the President is not presiding, or for whatever reason is otherwise unable to act or has expressly decided not to act in the capacity of his or her office, all the functions, responsibilities and powers of the office shall be fully exercised by the Executive President. The President shall normally preside over the opening and closing meetings of each session of the Regional Committee, including the adoption of the report of the session, and over those agenda items involving nominations and elections. The Executive President shall normally preside over all other agenda items.

11.3 If both the President and Executive President decide at any time not to preside over, or are unable to attend a session or meeting, then the Deputy Executive President shall preside.

11.4 In the event that all the officers are unable to attend a session, or any meeting, the Regional Committee shall elect a person to preside until such time as one of the officers is able to attend.

Rule 12

Where consultation with the President is provided for in these Rules, and the President is not available for consultation, such consultation shall be held with the Executive President, the President being informed. The Regional Director may also, at his or her discretion, consult the Executive President and Deputy Executive President in their own right whenever this appears appropriate for the matter in question.

Rule 13

The President, or the Executive President or the Deputy Executive President, while presiding over the Regional Committee, may not vote unless they are unable to appoint another representative or alternate from their delegation to act as representative of their government.

VI. Sub-committees of the Regional Committee

Rule 14

14.1 The Regional Committee may establish sub-committees or other subdivisions for the study of, and report on, any item on its agenda.

14.2 The Regional Committee shall establish a Standing Committee of the Regional Committee with the following terms of reference:

14.2.1 The Standing Committee shall consist of a Chairperson, as provided in Rule 14.2.4, and ~~twelve~~ ~~nine~~ ~~other~~ representatives of Member States that have been elected for that purpose by the Regional Committee. The Regional Committee shall, when electing the membership of the Standing Committee, take into account the need for equitable geographical distribution, adequate representation of the interests of the Region, the opportunity for all Member States of the Region to participate over time in the work of the Standing Committee and other considerations relevant to maximizing the effectiveness of the work of the Standing Committee.

14.2.2 The rules set forth below shall apply for determining the membership of the Standing Committee.

(a) Not less than eight months before the date fixed for the opening of the next annual session of the Regional Committee, the Regional Director shall inform each Member State of the Region that he or she will receive nominations for membership on the Standing Committee. Nominations shall be made by Member States notifying the Regional Director six months before the date fixed for the opening of the Regional Committee session of their interest in having a representative on the Standing Committee. Member States shall submit with their nominations curricula vitae, in a standard format, of the representatives they intend to appoint if elected to the Standing Committee. The Regional Director shall notify all Member States of the Region prior to the start of the World Health Assembly of the nominations so received and shall send to all Member States the curricula vitae of the intended representatives.

(b) The Officers of the Standing Committee, in consultation with the Executive President of the Regional Committee, shall seek consensus among Member States submitting nominations. In so doing the Standing Committee shall seek to achieve the criteria enumerated in Rule 14.2.1. Member States having submitted nominations may at any time during such consultations withdraw their nominations, by notifying the Regional Director, in order to achieve consensus among those Member States having submitted nominations.

(c) Should it not be possible to reach consensus as provided in paragraph (b) above – such that immediately prior to the start of the Regional Committee session at which the membership of the Standing Committee is to be considered, there are more nominations than there are seats to be filled – then the Standing Committee may draw up in a manner to be determined by it a list of candidates equal to the number of seats to be filled which, in the Standing Committee's opinion, would best meet – if elected – the criteria enumerated in Rule 14.2.1. The Standing Committee ~~may~~ will submit this list to the Regional Committee for its information when considering the membership of the Standing Committee.

(d) Member States having submitted nominations must be represented at the Regional Committee during the relevant agenda item otherwise their nominations will not be considered. ~~Member States having submitted nominations, but which are not on the list of candidates drawn up by the Standing Committee, may at any time withdraw their nominations by notifying the Regional Director.~~ If at the time of selection of the members of the Standing Committee, there are still more nominations than there are seats to be filled, the Regional Committee shall elect the members by secret ballot in accordance with Rule 43.

14.2.3 Member States shall be elected for three years and shall not be immediately re-elected.

14.2.4 The Deputy Executive President of the Regional Committee shall be *ex officio* the Chairperson of the Standing Committee. The Executive President may attend any meeting of the Standing Committee as an observer without the right to vote.

14.2.5 In the event that a Member State declines to appoint a representative on the Standing Committee as provided in Rule 2.1 of the Rules of Procedure of the Standing Committee, or for any reason the representative ceases to be the appointed representative of the Member State concerned and the Member State does not appoint, in accordance with Rule 2.2 of the Rules of Procedure of the Standing Committee, a new representative within 60 days, the seat shall automatically be declared vacant.

~~14.2.6 In the event that a representative of a Member State, who is a representative on the Standing Committee, is elected President, Executive President or Deputy Executive President of the Regional Committee, that Member State's seat shall be declared vacant and filled by election while the Regional Committee is still in session from among nominations received for membership of the Standing Committee.~~

14.2.7 In the event that the seat of a Member State on the Standing Committee remains empty for two consecutive sessions of the Standing Committee by not having either the representative or alternate attend any part of either of the two sessions, the Regional Director shall report that fact to the next session of the Regional Committee. At the same time, the Standing Committee may submit its views on the matter, including its opinion as to whether there was good cause for such non-attendance. Unless the Regional Committee decides otherwise, the seat of that Member State on the Standing Committee shall be deemed vacant.

14.2.8 In cases where a seat falls vacant, an election for the remainder of the term shall be held at the next annual session of the Regional Committee from among the nominations received for membership of the Standing Committee, provided that in so doing the remaining term of membership for the elected replacement is at least two years. In cases where the remaining term of membership would be one year, no election shall be held and the seat shall remain vacant, unless it can be filled by an interested Member State of the Standing Committee having a two year term of membership coming to a conclusion at the same time. In the event of there being more than one such Member State, the selection shall be made by drawing lots. A Member State serving for the remainder of a term, whose total membership is less than three consecutive years, shall not be subject to the limitation provided for in Rule 14.2.3 of the Rules of Procedure of the Regional Committee. The Member State whose seat has fallen or been declared vacant shall not be eligible for nomination to the Standing Committee until after the next closure of a Regional Committee session.

14.2.9 The Standing Committee shall propose its own Rules of Procedure to be approved by the Regional Committee. If there are no rules that apply to a certain matter, the Standing Committee shall apply the Rules of Procedure of the Regional Committee or, in the absence of any relevant rules, of the Executive Board or the World Health Assembly as it may be necessary to obtain a rule relevant to the situation.

14.2.10 The functions of the Standing Committee shall be:

- (a) to act for and represent the Regional Committee and to ensure that effect is given to the decisions and policies of the Regional Committee, especially with regard to its supervisory functions as per Article 50 (b) of the WHO Constitution;
- (b) to advise the Regional Committee on questions referred to it by that body, and to counsel the Regional Director as and when appropriate between sessions of the Regional Committee;

- (c) to submit advice or proposals to the Regional Committee and to the Regional Director on its own initiative;
- (d) to propose items for the agenda of meetings of the Regional Committee;
- (e) to submit to the Regional Committee for consideration and approval the regional component of WHO's general programme of work;
- (f) to perform any other functions entrusted to it by the Regional Committee;
- (g) to report to the Regional Committee on its work.

14.2.11 In exercising their mandate, representatives on the Standing Committee should consider the general interests of the Region and act on behalf of the Regional Committee as a whole, not excluding acting in the interests of the whole in situations where this would be at the expense of other interests of concern to them.

VII. Election of representatives to other bodies

Rule 14.3

Selections of Members to be represented on bodies not covered by Rules 14.1 and 14.2 shall be carried out, *mutatis mutandis*, in accordance with the procedures set forth in Rule 14.2.2.

VIII. Secretariat

Rule 15

The Regional Director shall be *ex officio* the Secretary of the Regional Committee and of the Standing Committee and of any other subdivision of the Committee. He or she may delegate these functions.

Rule 16

The Regional Director shall report to the Regional Committee on the technical, administrative, financial and policy implications, as the case may be, of all agenda items. The Standing Committee will present its views on the major items as appropriate.

~~The agenda of the Regional Committee shall include a report by the Standing Committee to the Regional Committee which shall be presented by the Chairperson and/or by any members of the Standing Committee appointed by the Chairperson.~~

Rule 17

The Regional Director, or a member of the Secretariat designated by him or her, may at any time make either oral or written statements concerning any question under consideration.

Rule 18

A draft report of each session of the Regional Committee shall be prepared by the Secretariat for adoption by the Regional Committee prior to the close of each session. The Secretariat shall also arrange for sound recordings to be made of the meetings of the Regional Committee. Such recordings of the whole or part of the session shall be made available to Member States on request, in the original language of the speakers and/or the interpretation into any of the four working languages of the Region. Transcripts of specific parts of sessions shall likewise be made available upon request.

Rule 19

All resolutions, recommendations, and other important decisions of the Regional Committee shall be communicated by the Regional Director to the representatives, to all Members and to the Director-General in the working languages of the Regional Committee.

IX. Languages

Rule 20

English, French, German and Russian shall be the working languages of the Regional Committee. Speeches made in any working language shall be interpreted into the other working languages.

Rule 21

Any representative may speak in a language other than the working languages. In this case he or she shall himself or herself provide for interpretation into one of the working languages. Interpretation into the other working languages by interpreters of the Secretariat shall be based on the interpretation given in the first working language.

X. Conduct of business

Rule 22

A majority of the Member States represented at the session shall constitute a quorum.

Rule 23

No representative may address the Regional Committee without having previously obtained the permission of the presiding officer. The presiding officer shall call upon speakers in the order in which they signify their desire to speak. The presiding officer may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

Rule 24

Any representative may request his or her alternate to speak and vote on any question. Upon the request of the representative or his or her alternate, the President may allow an adviser to speak but the latter shall not have the right to vote.

Rule 25

During the discussions of any matter, a representative may raise a point of order and the point of order shall be immediately decided by the presiding officer. A representative may appeal against the ruling of the President, in which case the appeal shall immediately be put to the vote. A representative raising a point of order may speak on the point of order only. He or she may not speak on the substance of the matter under discussion.

Rule 26

During the course of a debate the presiding officer may announce the list of speakers and, with the consent of the Committee, declare the list closed. He or she may, however, accord the right of reply to any representative if in his or her opinion a speech delivered after he or she has declared the list closed makes it desirable.

Rule 26bis

The right of reply shall be accorded by the presiding officer to any member who requests it. Member should, in exercising this right, attempt to be as brief as possible and preferably deliver their statement at the end of the meeting at which this right is requested.

Rule 27

The following motions shall have precedence in the following order over all other proposals or motions, except a point of order:

- (a) to suspend the meeting;
- (b) to adjourn the meeting;
- (c) to adjourn the debate on the item under discussion; and
- (d) for the closure of the debate on the item under discussion.

Rule 28

Subject to Rule 27, any motion calling for a decision on the competence of the Regional Committee to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

Rule 29

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

For the purpose of these Rules, “suspension of the meeting” means the temporary postponement of the business of the meeting and “adjournment of the meeting” the termination of all business until another meeting is called.

Rule 30

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

Rule 31

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his or her wish to speak. If request is made for permission to speak against closure, it may be accorded to not more than two representatives, after which the motion shall be immediately put to the vote. If the Regional Committee decides in favour of closure, the presiding officer shall declare the debate closed.

Rule 32

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

Rule 33

When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Regional Committee shall first vote on the amendment deemed by the presiding officer to be furthest removed in substance from the original proposal and then on the amendment next removed therefrom, and so on, until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

A motion is considered an amendment to a proposal if it only adds to, deletes from, or revises part of that proposal. A motion which constitutes a substitution for a proposal shall be considered as a proposal.

A proposal for amendment to any motion or to any resolution should normally be made in writing and handed to the Secretariat of the Regional Committee at the time that it is made.

Rule 34

~~If two or more proposals are moved, the Regional Committee shall first vote on the proposal deemed by the presiding officer to be furthest removed in substance from the proposal first presented and then on the proposal next removed therefrom, and so on, until all the proposals have been put to the vote, unless the result of a vote on a proposal makes unnecessary any other voting on the proposal or proposals still outstanding.~~ If two or more proposals are moved the Regional Committee shall, unless it decides otherwise, vote on the proposals in the order in which they have been circulated to all Members, unless the result of a vote on a proposal makes unnecessary any other voting on the proposal or proposals still outstanding.

Rule 35

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended, or, if amended, that the proposer of the amendments agrees to the withdrawal. A motion thus withdrawn may be reintroduced by any representative.

Rule 36

When a proposal has been adopted or rejected it may not be reconsidered at the same session, unless the Regional Committee, by a two thirds majority of the representatives present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

Rule 37

The presiding officer may at any time require any proposal, motion, resolution or amendment to be seconded.

XI. Voting

Rule 38⁴

Each Member entitled to vote shall have one vote.

Rule 39

Subject to Rule 36, the decisions of the Regional Committee shall be made by a majority of the representatives present and voting. For the purpose of these Rules, the phrase “representatives present and voting” means representatives casting an affirmative or negative vote. Representatives abstaining from voting are considered as not voting. In a secret ballot all invalid votes shall be so reported to the Committee and shall be counted as abstentions.

Rule 40

If the votes are equally divided on a matter other than an election, the proposal shall be regarded as not adopted.

Rule 41

The Regional Committee shall normally vote by a show of hands, except that any representative may request a roll call, which shall then be taken in the English alphabetical order of the names of the Members. The name of the Member to vote first shall be determined by lot. The vote of each representative participating in any roll call shall be inserted in the records.

Rule 42

After the presiding officer has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of voting.

Rule 43

Elections shall normally be held by secret ballot. However, except as concerns the nomination of the Regional Director, if the number of candidates for elective offices does not exceed the number of offices to be filled, no ballot shall be required and such candidates shall be declared elected. Where ballots are required, two tellers appointed by the presiding officer from among the representatives shall assist in the counting of votes. The nomination of the Regional Director shall be decided by secret ballot in accordance with Rule 47.

Rule 44

In addition to the cases provided for elsewhere by these Rules, the Regional Committee may decide to vote on any matter by secret ballot, provided that no secret ballot may be taken on budgetary questions.

A decision under this Rule by the Regional Committee, whether or not to vote by secret ballot, may only be taken by a show of hands; if the Regional Committee has decided to vote on a particular question by secret ballot, no other mode of voting may be requested or decided upon.

⁴ Assembly Resolution WHA2.103, para 3(2) reads: “Associate Members shall have all rights and obligations in the regional organizations, with the exception that they will have no vote in plenary meetings of the Regional Committee, nor in subdivisions dealing with finance or constitution matters”.

Rule 44bis

After the voting has been completed, a Member may make a brief statement, consisting solely of an explanation of vote. A sponsor of a proposal shall not speak in explanation of vote thereon, except if it has been amended.

Rule 45

Subject to the provisions of Rule 46 when only one elective place is to be filled and no candidate obtains in the first ballot the majority required, a second ballot shall be taken which shall be restricted to the two candidates obtaining the largest number of votes; if in the second ballot the votes are equally divided, the presiding officer shall decide between the candidates by drawing lots.

Rule 46

When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining such majority is less than the number of places to be filled, there shall be as many additional ballots as are necessary to fill the remaining places, the ballots being restricted to the candidates obtaining the greatest number of votes in the previous ballot to a number not more than twice the places remaining to be filled.

Rule 46bis

In an election each Member, unless he abstains, shall vote for that number of candidates equal to the number of elective places to be filled. Any ballot paper on which there are more or fewer names than there are elective places to be filled shall be null and void.

Rule 47

47.1 At its session preceding the one at which a person is due to be nominated as Regional Director, the Regional Committee shall appoint a Regional Evaluation Search Group composed of three members chosen from delegations of the Members attending the Regional Committee, based on equitable geographical representation, to make a preliminary evaluation of candidates for nomination in the light of the criteria specified by the Regional Committee and to perform related functions as set out in this Rule. The Regional Committee shall also appoint three alternates to the Regional Evaluation Search Group.

47.2 The rules set forth below shall apply for determining the composition of the Regional Evaluation Search Group.

(a) The selection of the members and alternates of the Regional Evaluation Search Group shall be carried out, *mutatis mutandis*, in accordance with the procedure set forth in Rule 14.2.2. In view of the Standing Committee's oversight role vis-à-vis the Regional Office, one member of the Regional Evaluation Group should normally be a person having either recently served on the Standing Committee or currently representing his or her country on that Committee, provided however that no person who represents a Member State on the Standing Committee shall be so selected. Furthermore, iIn the event of an election being held pursuant to Rule 43, the allocation of seats for members and then alternates shall be made in accordance with the order in which members received the majority votes.

(b) The members and alternates shall cease to serve on the Regional Evaluation Search Group if a candidate is presented by the Member on whose delegation they served at the Regional Committee when they were appointed. Alternates appointed to the Regional Evaluation Search Group shall replace members when the latter are unable to complete their term for any reason.

47.3 Not less than eleven months before the date fixed for the opening of a session of the Regional Committee at which a person is due to be nominated as Regional Director, the Director-General shall inform each Member of the Region that he or she will receive proposals of names of candidates for nomination by the Regional Committee as Regional Director. Copies shall be sent to the Regional Office's list of official contacts, as well as to the Chairperson of the Regional Evaluation Search Group.

47.4 Any Member of the Region may propose the name or names of one or more persons, each of whom has indicated willingness to act as Regional Director, submitting with each proposal particulars of the person's qualifications and experience. Such proposals shall be sent to the Director-General so as to reach him or her not less than seven months before the date fixed for the opening of the session. This time limit may be extended by the President of the Regional Committee on the proposal of the Regional Evaluation Search Group. Any such extension shall be communicated by the Chairperson of the Regional Evaluation Search Group to the Director-General, who shall promptly inform the Member States of the Region.

47.5 A person holding office as Regional Director for the Region shall, if he or she is eligible and has so requested within the time limit referred to in Rule 47.3, be a candidate for nomination without being proposed under the preceding paragraph.

~~47.6 From the outset of its work, the Regional Search Group shall search actively for suitable candidates who meet the criteria agreed to by the Regional Committee. The candidature of such persons shall be submitted in accordance with the procedure set out in Rule 47.4.~~

47.7 Not later than two weeks after the expiration of the time limit referred to in Rule 47.4, the Director-General shall transmit a list of names and all particulars of candidates received to the Chairperson of the Regional Evaluation Search Group.

47.8 The Regional Evaluation Search Group may, if it deems it desirable, make arrangements for all candidates to give a time-limited ~~an~~ oral presentation at a meeting to which all Member States of the Region are invited. In order to give all Member States an equal opportunity to attend such a meeting, it would normally be convened jointly with the Standing Committee during the latter's session immediately prior to the opening of the World Health Assembly.

47.9 The Director-General shall, not less than ~~ten weeks~~ six months before the date fixed for the opening of the session, cause copies of all proposals for nomination as Regional Director (with particulars of qualifications and experience) received by him or her within the period specified to be sent to each Member of the Region and shall indicate to each Member whether or not the person holding the office is a candidate for nomination. Copies shall be sent to the Regional Office's list of official contacts, as well as to the Chairperson of the Regional Evaluation Search Group.

47.10 ~~At the same time~~ Not less than ten weeks before the date fixed for the opening of a session, the Chairperson of the Regional Evaluation Search Group shall send, under confidential cover, the evaluation report of the Evaluation Search Group on all candidates, and an unranked short-list of not more than five candidates who in its opinion most closely meet the criteria laid down, to the President, the Executive President and the Deputy Executive President of the Committee, to each Member State of the Region according to the Regional Office's list of official contacts, and to the Director-General.

47.11 In the event that the post of Regional Director unexpectedly falls vacant, the Director-General shall:

- (a) designate a person to act as Regional Director until the appointment of a new incumbent;
- (b) decide, in consultation with the President, whether a special session of the Regional Committee should be convened as set out in Rule 5.

47.12 The nomination of Regional Director shall take place at a private meeting of the Regional Committee, which will be attended only by representatives, alternates and advisers of Members of the Regional Committee and by essential members of the Secretariat as established by the Director-General. The Regional Committee shall make a selection by secret ballot from among the persons who are candidates under this Rule, in the following manner:

- (a) at each ballot, each representative entitled to vote shall write on his or her ballot paper the name of a single candidate chosen from those who are candidates under this Rule;
- (b) if a candidate obtains at any ballot the majority required under Rule 39, he or she shall be declared nominated;
- (c) if at a ballot no candidate obtains the required majority and one candidate obtains a lesser number of votes than any other candidate, he or she shall be eliminated and a further election ballot held;
- (d) if at any ballot no candidate obtains the required majority and two or more candidates obtain the same lesser number of votes than other candidates, the Regional Committee shall decide by ballot as to which of the candidates obtaining such lesser number of votes shall be eliminated and, such candidate having been eliminated, a further election ballot shall be held.

47.13 If the number of candidates is reduced to two, and if there is a tie between those two candidates after three further ballots, the names of both those candidates shall be forwarded for selection to the Executive Board.

47.14 The name of the person or persons so nominated shall be announced at a public meeting of the Regional Committee and submitted to the Executive Board.

47.15 The Regional Committee may also inform the Executive Board of the name of another candidate considered suitable for the case where the person first nominated is not available.

47.16 The appointment of the Regional Director shall be for five years and he or she shall be eligible for reappointment once only.

XII. Suspension and amendment of Rules of Procedure

Rule 48

Any of these Rules may be suspended provided that at least forty-eight hours' notice of the proposal for such suspension has been given to the presiding officer and communicated by him or her to the representatives twenty-four hours before the meeting at which the proposal is to be submitted. If, however, on the advice of the presiding officer the Regional Committee is unanimously in favour of such a proposal, it may adopt it immediately and without notice.

Rule 49

Amendments of these Rules may be adopted by the Regional Committee provided notice of a proposed amendment is given in writing to Members or their representatives at least forty-eight hours before the meeting at which the proposal is to be submitted.

XIII. General provisions

Rule 50

If there are no rules herein applicable to a certain matter, the Regional Committee shall apply the Rules of Procedure of the World Health Assembly or, in the absence of any relevant rules, of the Executive Board.

Part II

Rules of Procedure of the Standing Committee of the Regional Committee for Europe

I. Membership and attendance

Rule 1

The Standing Committee of the Regional Committee for Europe (hereinafter referred to as the “Standing Committee”), shall, in accordance with Article 49 of the Constitution of the World Health Organization (hereinafter referred to as the “Organization”) and the Rules of Procedure of the Regional Committee for Europe (hereinafter referred to as the “Regional Committee”), consist of and be attended by the Deputy Executive President of the Regional Committee as *ex officio* Chairperson and the representatives of Member States of the Region duly elected by the Regional Committee to serve on the Standing Committee (hereinafter referred to as the “members”).

Rule 2

2.1 Member States elected to the Standing Committee shall be formally notified by the Regional Director forthwith of their election together with a request that they confirm in writing as soon as possible, and in any event within 30 days, the appointment of their representative to attend the Standing Committee.

2.2 Any Member State wishing to change its appointed representative on the Standing Committee ~~should first submit a curriculum vitae for the person concerned and consult with the~~ shall notify the Officers of the Regional Committee and the Regional Director accordingly.

2.3 Representatives of Member States on the Standing Committee shall be entitled to have travel expenses and per diem allowances relating to the Standing Committee business covered by the Regional Office.

2.4 Representatives of Member States may be accompanied by one alternate or adviser.

2.5 If a representative of a Member State is not able to attend a meeting of the Standing Committee, an alternate may replace the representative with full rights to speak, vote and otherwise participate in the Standing Committee.

Rule 3

The meetings of the Standing Committee shall be private unless the Standing Committee decides otherwise. However, having in mind the substantive issues on its agenda, and taking into account the terms of any relevant agreement, the Regional Director after consultation with the Chairperson of the Standing Committee may invite representatives of the United Nations and of other intergovernmental organizations with which the Organization has established relations to participate without vote in the deliberations of the Standing Committee.

Likewise, a Member State, Associate Member or non- Member State, where an agenda item is of particular specific concern to it, may be invited by the Regional Director to designate a representative who shall have the right to participate without vote in the deliberations on that agenda item. In such cases the cost of representation shall normally be borne by that State or Associate Member.

II. Sessions

Rule 4

The Standing Committee shall hold not less than ~~four~~ two sessions a year. The Standing Committee shall determine the dates and places of its sessions. ~~Each session will consist of individual meetings of the Standing Committee.~~

Notices convening the scheduled sessions of the Standing Committee, together with the proposed agenda, shall normally be sent by the Regional Director not less than six weeks before the commencement of each session, to the ~~representatives of Member States~~ members of the Standing Committee and to such United Nations and other international organizations, Members States and Associate Members and non-Member States as may be invited to a meeting under Rule 3. Working papers shall normally be sent by the Regional Director not later than three weeks before the session. A summary report of the sessions of the Standing Committee held since the previous Regional Committee shall be given to the Regional Committee each year, as stipulated in Rule 8 of the Rules of Procedure of the Regional Committee.

Rule 5

5.1 The Standing Committee, after having consulted the Regional Director, may also hold such additional sessions as it sees fit, and to which others may be invited by the Regional Director to participate as provided in Rule 3.

5.2 The Regional Director shall also convene the Standing Committee at the joint request of at least five members, addressed to him/her in writing and stating the reason for the request. In this case the Standing Committee shall be convened within thirty days following receipt of the request and the session shall be held at the Regional Office unless the Regional Director, in consultation with the Chairperson, determines otherwise. The agenda of such a session shall be limited to the question having necessitated that session.

5.3 If events occur requiring urgent action and specifically an early additional session of the Standing Committee, or alternatively a subdivision thereof, the Regional Director may, in consultation with the Chairperson, convene the Standing Committee, or a subdivision of it, in a special session and shall fix the date and determine the place of the session.

III. Agenda

Rule 6

The provisional agenda of each session shall be drawn up by the Regional Director in consultation with the Chairperson. It shall be despatched with the notice of convocation to be sent in accordance with Rule 4 or 5 of these Rules of Procedure.

Rule 7

7.1 Except in the case of sessions convened under Rule 5, the provisional agenda shall include, *inter alia*:

- (a) items the inclusion of which has been ordered by the Regional Committee, in a manner designed to ensure timely follow-up with respect to all such items in accordance with the relevant request of the Regional Committee;
- (b) all items the inclusion of which has been ordered by the Standing Committee at a previous session;

- (c) any item proposed by a ~~representative on~~ member of the Standing Committee or by a Member State or Associate Member of the Region, it being understood that (i) the Secretariat would not automatically prepare a report on the item and (ii) the Standing Committee when adopting its agenda could decide to defer consideration of the item to a future session in light of its relative urgency;
- (d) any item arising from representations from other Organizations and accepted by the Chairperson of the Standing Committee as bearing directly on the issues before the Standing Committee or otherwise being apposite under its statutory functions;
- (e) any item proposed by the Regional Director.

7.2 Should the items on the agenda be too numerous to be completed in one session, the Standing Committee may convene extra sessions as appropriate.

7.3 Any proposal for the inclusion on the agenda of any item under (c) and (d), fully documented as appropriate, shall reach the Regional Director not later than four weeks before the commencement of the session.

Rule 8

Except in the case of special sessions convened at the request of the members of the Standing Committee under Rule 5, the Regional Director may, in consultation with the Chairperson, include any question suitable for the agenda which may arise between the despatch of the provisional agenda and the opening day of the session in a supplementary agenda which the Standing Committee shall examine together with the provisional agenda.

IV. Officers of the Standing Committee

Rule 9

As specified in Rule 14.2.4 of the Regional Committee's Rules of Procedure, the Deputy Executive President of the Regional Committee shall be *ex officio* the Chairperson of the Standing Committee. The Standing Committee itself shall elect a Vice-Chairperson from among its members each year at its first scheduled session. These officers shall hold office until their successors are elected. The Vice-Chairperson shall be eligible for re-election provided that the normal term of membership of the Member State for which he or she is a representative in the Standing Committee continues for at least as long as the term of office of Vice-Chairperson.

Rule 10

In addition to exercising such powers as are conferred upon him or her elsewhere by these Rules, the Chairperson shall declare the opening and closing of each meeting of the Standing Committee, shall direct the discussions, accord the right to speak, put questions, announce decisions and ensure the application of these Rules. The Chairperson shall accord to speakers the right to speak in the order of their requests.

Rule 11

If the Chairperson is unable to attend a session of the Standing Committee, or is absent from a meeting or any part thereof, the Vice-Chairperson shall preside.

If the Chairperson and Vice-Chairperson are both unable to attend, the Standing Committee shall elect a person to preside during the session or meeting.

Rule 12

If the Chairperson resigns or for any reason is unable to complete his or her term of office, the Vice-Chairperson shall be Acting Chairperson for the purposes of the Standing Committee until the next session of the Regional Committee elects a new Executive Deputy President. The Standing Committee may elect another of its members to be Acting Vice-Chairperson for the same period.

If the Chairperson is unable to act in between sessions, the Vice-Chairperson shall act instead.

V. Subdivisions of the Standing Committee

Rule 13

The Standing Committee may establish such subdivisions and ad hoc working groups ~~(which might temporarily co-opt other experts as resource persons)~~ as it may deem necessary for the study of, and report on, any item on its agenda. The Regional Director, at the request of any such subdivision or working group, shall invite relevant experts to participate in its meetings as resource persons.

The Standing Committee shall review from time to time, and in any case once a year, the need to maintain any subdivision established under its authority.

VI. Secretariat

Rule 14

The Regional Director shall be *ex officio* Secretary of the Standing Committee and of any subdivision thereof. He or she may delegate these functions.

Rule 15

The Regional Director shall report to the Standing Committee on the technical, administrative, financial and policy implications, if any, of all agenda items submitted to the Standing Committee.

Rule 16

The Regional Director may at any time make either oral or written statements concerning any question under consideration. The Regional Director may also at his or her discretion designate such senior staff of the Regional Office as have technical and managerial responsibilities related to any question under consideration to attend the Standing Committee and to speak to, and answer any points raised on, the said items of business.

Rule 17

The Secretariat shall prepare summary records of the meetings to be distributed to the members as soon as possible after the close of the meetings to which they relate. Members shall inform the secretariat in writing of any corrections they wish to have made, within such period of time as shall be indicated by the Regional Director, having regard to the circumstances.

Rule 18

All proposals for formal decisions, draft resolutions and other major recommendations to be submitted to the Regional Committee shall be communicated by the Regional Director to the ~~representatives of the Member States of~~ members of the Standing Committee.

All Member States and Associate Members of the Regional Organization shall be sent an annual report on Standing Committee activities.

VII. Languages

Rule 19

Any ~~representative of a Member State of~~ member of the Standing Committee, or invited representative of another organization or of a Member State or of an Associate Member, or of a non-Member State may speak in a language other than one of the languages decided on for the conduct of business. In this case he or she shall provide for interpretation from that language into the language(s) chosen for the session.

Rule 20

All formal decisions, draft resolutions and other recommendations to be submitted to the Regional Committee, as well as finalized summary records of sessions of the Standing Committee, shall subsequently be made available in all four working languages of the Regional Committee.

VIII. Conduct of business

Rule 21

Six of the ~~representatives of Member States~~ members of the Standing Committee, one of whom may for this purpose be the Chairperson, shall constitute a quorum.

IX. Voting

Rule 22

Each ~~representative of a Member State~~ member of the Standing Committee, including the Chairperson, shall have one vote.

Rule 23

The decisions of the Standing Committee shall be made by a majority of the ~~representatives~~ members present and voting. If the votes are equally divided on a matter the proposal shall be regarded as not adopted.

X. Suspension and amendment of Rules of Procedure

Rule 24

Any of these Rules may be suspended by the Standing Committee provided that at least forty-eight hours' notice of the proposal for such suspension has been given to the Chairperson and

communicated by him or her to the members twenty-four hours before the meeting at which the proposal is to be submitted. If, however, on the advice of the Chairperson the Standing Committee is unanimously in favour of such a proposal, it may adopt it immediately and without notice.

Rule 25

The Standing Committee may propose amendments or supplements to these Rules for approval by the Regional Committee as provided in Rule 14.2.9 of the Rules of Procedure of the Regional Committee.

The following Rules of Procedure of the Regional Committee shall apply *mutatis mutandis* to the proceedings of the Standing Committee: Rules 23 to 37 inclusive on the Conduct of business, Rules 39 to 46 inclusive on Voting.