



Eighty-First Session
15 – 18 March 2016

EC-81/DG.14
4 March 2016
Original: ENGLISH

NOTE BY THE DIRECTOR-GENERAL

**RULES OF PROCEDURE
FOR THE ADVISORY BOARD ON EDUCATION AND OUTREACH
AND ITS TEMPORARY WORKING GROUPS**

1. At its Twentieth Session, the Conference of the States Parties (hereinafter “the Conference”) requested the Director-General to establish an Advisory Board on Education and Outreach (paragraph 1 of C-20/DEC.9, dated 3 December 2015).
2. In the same decision, the Conference requested the Director-General to provide, after notification to the Executive Council, the Rules of Procedure for the organisation and the functioning of the Advisory Board on Education and Outreach (paragraph 12 of the Annex to C-20/DEC.9).
3. In accordance with the above decision of the Conference, the Rules of Procedure for the Advisory Board on Education and Outreach are presented in the Annex to this Note.

Annex (English only): Rules of Procedure for the Advisory Board on Education and Outreach and its Temporary Working Groups



Annex

**RULES OF PROCEDURE FOR
THE ADVISORY BOARD ON EDUCATION AND OUTREACH
AND ITS TEMPORARY WORKING GROUPS**

PREAMBLE

The Advisory Board on Education and Outreach on Education and Outreach has been established by the Director-General of the OPCW to provide specialised advice in areas of education and outreach relevant to the Organisation's mandate, in accordance with the terms of reference for the Board adopted by the Conference of the States Parties (C-20/DEC.9, dated 3 December 2015).

In consultation with the members of the Advisory Board on Education and Outreach, the Director-General may establish temporary working groups in order to facilitate the work of the Advisory Board on Education and Outreach, in accordance with its terms of reference.

**RULE 1
MODE OF OPERATION**

- 1.1 The Advisory Board on Education and Outreach shall appoint by consensus a Chair and a Vice-Chair by annual election from among its members.
- 1.2 The Director-General, in consultation with the Chair of the Advisory Board on Education and Outreach, shall notify each member of the Board of a planned meeting, stating the purpose, the venue, the opening date and the expected duration of the meeting, as far in advance as possible, but at least 30 days before the opening day of the meeting. The period of advance notification may be shorter if an emergency meeting is required. The provisional agenda (see Rule 1.4 below) shall be transmitted together with the notice of the meeting. Such notification shall be given in writing and dispatched by an appropriate means of communication.
- 1.3 Meetings of the Advisory Board on Education and Outreach shall be held at the headquarters of the OPCW in The Hague.
- 1.4 A provisional agenda for each meeting of the Advisory Board on Education and Outreach shall be prepared by the Chair of the Board, in consultation with the Director-General of the OPCW. The Board shall adopt an agenda for each of its meetings on the basis of the provisional agenda submitted by the Chair. The provisional agenda may be revised, as necessary, by deferring, deleting or amending items on the agenda.
- 1.5 The Director-General may include in the agenda of the Advisory Board on Education and Outreach any item related to its terms of reference which he or she wishes to have discussed by the Board.

- 1.6 Without prejudice to Rule 2 below, the deliberations of the Advisory Board on Education and Outreach and its temporary working groups shall take place in closed sessions, unless the Board otherwise agrees.

Temporary working groups

- 1.7 A temporary working group shall be chaired by a member of the Advisory Board on Education and Outreach appointed for that purpose by the Chair of the Board, with the approval of the Director-General.
- 1.8 The Director-General shall transmit to the Chair of each temporary working group a mandate setting out: (a) the specific issue to be addressed, and (b) the time limit within which the working group must report on the issue.
- 1.9 The Chair of the temporary working group may convene meetings of the group. For this purpose, the Chair shall notify each member of a planned meeting, stating the purpose, the venue, the opening date and the expected duration of the meeting, at least 15 days before the opening day of the meeting. Such notification shall be given in writing, and dispatched by an appropriate means of communication.
- 1.10 Meetings of the temporary working groups shall normally be held at the headquarters of the OPCW in The Hague.

**RULE 2
OBSERVERS**

- 2.1 A representative of the International Union for Pure and Applied Chemistry is to participate in the work of the Advisory Board on Education and Outreach as a permanent observer.
- 2.2 The Advisory Board on Education and Outreach may, by consensus, invite observers from other relevant organisations or institutions to participate in its work. Observers will have the opportunity to speak and to participate in discussions.

**RULE 3
SECRETARIAL SUPPORT**

The Director-General shall provide, through the Technical Secretariat, administrative and technical support for the preparation, organisation and implementation of activities of the Advisory Board on Education and Outreach. The same support shall be provided to the temporary working groups. The Director-General shall ensure that appropriate funding through the annual OPCW Programme and Budget is available to cover travel and per diem costs associated with no more than two annual meetings of the Advisory Board on Education and Outreach.

RULE 4 LANGUAGE

The working language of the Advisory Board on Education and Outreach shall be English.

RULE 5 COMMUNICATION

- 5.1 Any formal communication by the members of the Advisory Board on Education and Outreach acting in that capacity, or by members of the temporary working groups acting in that capacity, with States Parties shall be made through the Technical Secretariat of the OPCW.
- 5.2 For any formal communication other than that referred to under the above rule, the prior approval of the Director-General shall be required.

RULE 6 REPORTS

- 6.1 The Advisory Board on Education and Outreach shall provide to the Director-General an annual report on its activities. The report shall include the reports of the temporary working groups covering the same period. The report of the Advisory Board on Education and Outreach shall be adopted by consensus. The conclusions and recommendations of the reports of the Advisory Board on Education and Outreach shall be developed through a consensus process. If consensus on the conclusions and recommendations cannot be achieved, the report of the Advisory Board on Education and Outreach shall reflect any minority view(s), as appropriate.

Temporary working groups

- 6.2 Within the time limit provided in the Director-General's mandate, in accordance with Rule 1.7 above, each temporary working group will provide a report to the Chair of the Advisory Board on Education and Outreach, with a copy to the Director-General, on the results of its research into and analysis of the issue in question. The reports of each temporary working group will be reviewed by the Advisory Board on Education and Outreach. Any comments resulting from this review will be forwarded to the Director-General as soon as possible, to allow him or her to take action based on the report of the temporary working group and the comments on that report provided by the Advisory Board on Education and Outreach. Any report of a temporary working group shall be attached, without modification, to the annual report of the Advisory Board on Education and Outreach.

RULE 7
CONFLICT OF INTEREST

- 7.1 Each member of the Advisory Board on Education and Outreach or of a temporary working group shall immediately disclose to the Director-General any activity in which he or she is involved that could affect his or her impartiality or appearance of impartiality. The Director-General shall then inform all other members of the Advisory Board on Education and Outreach of any such disclosure. In such cases, if the Director-General considers it appropriate, the member concerned shall be requested either to refrain from that specific activity, or to cease participation in all activities relating to the Advisory Board on Education and Outreach or its temporary working groups.
- 7.2 If any member of the Advisory Board on Education and Outreach or of a temporary working group is aware of any activity of another member of the Board or temporary working group that could affect his or her impartiality or appearance of impartiality, he or she shall notify such activity to the Director-General.

RULE 8
CODE OF CONDUCT

- 8.1 The purpose of this Code of Conduct is to enhance confidence in the integrity of the members of the Advisory Board on Education and Outreach and of the temporary working groups as independent experts serving in their individual capacity.
- 8.2 In carrying out their duties, all members of the Advisory Board on Education and Outreach and the temporary working groups shall:
- (a) perform their official duties and arrange their private affairs in such a manner that public confidence and trust in the integrity, objectivity and impartiality of the members are conserved and enhanced;
 - (b) act in good faith for the best interest of the Advisory Board on Education and Outreach and the Organisation;
 - (c) disclose annually to the Director-General all sources of funding for attendance at ad hoc meetings of the Advisory Board on Education and Outreach or the meetings of the temporary working group(s);
 - (d) not give preferential treatment to any person or any interest in any official manner related to the Advisory Board on Education and Outreach or the temporary working groups.

RULE 9 CONFIDENTIALITY

- 9.1 The Advisory Board on Education and Outreach will not ordinarily require access to confidential documents, except in cases where the Director-General deems that such access is necessary for the Board to carry out its mandate. This rule provides guidance in such cases.
- 9.2 Members of the Advisory Board on Education and Outreach and the temporary working groups shall be bound by the provisions of the Confidentiality Annex to the Convention, and of the OPCW Policy on Confidentiality, and shall, when using confidential documents, apply the OPCW Manual of Confidentiality Procedure, including the signing of agreements pursuant to paragraph 0304 of the Manual.
- 9.3 Nothing in these rules may be implemented or interpreted in any way that would prejudice the OPCW Policy on Confidentiality.

RULE 10 DISMISSAL AND REPLACEMENT OF BOARD MEMBERS

- 10.1 The Director-General may dismiss any member of the Advisory Board on Education and Outreach for just cause, such as a breach of confidentiality, or a gross breach of the code of conduct detailed in Rule 8 above. In case of dismissal, the Director-General shall communicate in writing the reasons for the dismissal to the Board members, including the Board member concerned. Thereafter, the Director-General will report any such dismissal to the Executive Council and to the Conference of the States Parties, as appropriate.
- 10.2 The Director-General will appoint, in consultation with States Parties, persons to replace members of the Advisory Board on Education and Outreach who, for any reason, are not able to take part in the work of the Board for the remainder of their term of office. Such appointments will be made with due regard to ensuring expertise, gender balance and geographical distribution. The Director-General will report the replacement and the reason therefore in his or her annual report to the Executive Council and to the Conference of the States Parties.

RULE 11 AMENDMENT OF RULES

The Director-General may amend these Rules of Procedure either at his or her own initiative or upon a recommendation of the Advisory Board on Education and Outreach. The Director-General shall notify the Executive Council of amendments to the Rules of Procedure.