


October 2012

	منظمة الأغذية والزراعة للأمم المتحدة	联合国 粮食及 农业组织	Food and Agriculture Organization of the United Nations	Organisation des Nations Unies pour l'alimentation et l'agriculture	Продовольственная и сельскохозяйственная организация Объединенных Наций	Organización de las Naciones Unidas para la Alimentación y la Agricultura
---	--	--------------------	---	---	---	--

COUNCIL

Hundred and Forty-fifth Session

Rome, 3-7 December 2012

Arrangements for the 38th Session of the Conference (15-22 June 2013)

Executive Summary

This document gives an overview of arrangements for the 38th Session of the FAO Conference (15-22 June 2013). It contains proposals regarding the Provisional Agenda for the session, the scheduling of items, elections, resolutions and invitations.

The Council is requested to make decisions on:

- The Provisional Agenda for the 38th Session of the FAO Conference (Appendix A);
- The main theme for the general debate on the State of Food and Agriculture, and a five-minute time limit for statements made by Heads of Delegation under this item;
- Deadlines for the receipt of nominations for:
 - the office of the Independent Chairperson of Council for the period July 2013 to June 2015;
 - Council Membership for:
 - (i) July 2013 to June 2016; and
 - (ii) July 2014 to June 2017.
- The establishment of two commissions:
 - on Substantive and Policy Matters (Commission I)
 - on Programme and Budgetary Matters (Commission II)
- Inviting Palestine to participate in the Session as an observer.

Queries on the substantive content of this document may be addressed to:

Stephen Dowd
Chief, Conference, Council and Government Relations Branch
Tel: +3906 5705 3459

This document is printed in limited numbers to minimize the environmental impact of FAO's processes and contribute to climate neutrality. Delegates and observers are kindly requested to bring their copies to meetings and to avoid asking for additional copies. Most FAO meeting documents are available on the Internet at www.fao.org

Table of Contents

	Pages
Introduction.....	3
Agenda, Theme for the General Debate and Voting.....	3
Composition of Delegations.....	4
Constitutional Duties of the Conference.....	4
<i>Admission of New Members</i>	4
<i>Appointment of the Independent Chairperson of the Council</i>	4
<i>Election of Council Members</i>	4
Officers of the Conference.....	5
Resolutions Committee.....	5
Invitations	5
Reducing the Environmental Impact of the Conference.....	5
Draft Decisions	6
Appendix A - Draft Provisional Agenda for the 38 th Session of the FAO Conference.....	7
Appendix B - Extract from Article III of the Constitution of FAO.....	10
Appendix C - Criteria for Conference Resolutions and Functions and Operating Procedures of the Resolutions Committee	11
Appendix D - FAO Policy Concerning Relations with International Non-Governmental Organizations	13

Introduction

1. As decided by the 37th Session of the Conference (June-July 2011), the 38th Session of the Conference will be held in Rome from 15-22 June 2013¹. The decision to convene the Conference in June was taken in accordance with the *Immediate Plan of Action (IPA) for FAO Renewal* which determined that the Conference be convened in June of the second year of the biennium².
2. The IPA further affirmed that the Conference will remain the ultimate decision-making body of the Organization, determine its overall policy and strategy and take the final decisions on objectives, strategy and budget.³ The IPA also underlined the need to make sessions of the Conference action-oriented, focused and attractive to participation by Ministers and senior officials, with emphasis on the distinctive function of the Conference in ensuring coherence in global policy and regulatory frameworks.
3. More specifically, the IPA Action Matrix for the Conference indicates that:
 - Conference will approve the Organization's priorities, strategy and budget, having considered the recommendations of the Council;
 - formal plenary meetings will become more focused on issues of vital interest to members;
 - side events will be developed to provide a forum for informal interchange on development issues;
 - the report of the Conference will concentrate on conclusions and decisions.

Agenda, Theme for the General Debate and Voting

4. A provisional agenda for the Conference is found in *Appendix A*.
5. Two Commissions will be established:
 - Commission I on substantive and policy matters; and
 - Commission II on programme and budgetary matters.
6. A tentative timetable for the Conference session, including details of side events, will be submitted to the 146th Session of the Council (22-26 April 2013).
7. IPA action 2.5 states that each session of the Conference will usually have one major theme agreed by the Conference, normally on the recommendation of the Council. The themes selected for the General Debate at the past two sessions of Conference were as follows:
 - "The Vital Role of Women in Agriculture and Rural Development" (2011)
 - "Improving Preparedness for, and effective response to, Food and Agriculture Threats and Emergencies" (2009)
8. In this regard, the Council may wish to consider taking into account the theme of the *State of Food and Agriculture* publication for 2013 when proposing the theme for the General Debate of the Conference under Item 9 "Review of the State of Food and Agriculture", e.g.:
 - "Food Systems for Food Security and Better Nutrition".
9. Since only five days are available for work in plenary meetings, and as the majority of Heads of Delegations present at the Conference will wish to make statements under Item 9, the Council may wish to recommend that statements be limited to a maximum of 5 minutes each.
10. The Council may also wish to recommend that Friday 21 June 2013 be set aside for the election of the Independent Chairperson of the Council (by secret ballot), for the election of Members of the Council (by secret ballot), and for the vote on the budget level (by electronic roll call vote).

¹ C 2011/REP para 142

² IPA action 2.7.

³ Conference Resolution 7/2009.

11. In order to streamline procedures and debate during the session, documents for the session will include an executive summary and highlight matters for decision by the Conference. Where feasible, this will be done primarily by presenting draft decisions to be taken by the Conference in a form ready for approval and inclusion in the final report of the session.

Composition of Delegations

12. Delegations are normally headed by Ministers. In accordance with Article III of the Constitution (*Appendix B*), each Member of the Organization may be represented by one delegate who may be accompanied by alternates, associates and advisers. Online registration is accessible through the password-protected FAO Permanent Representatives Web site at <http://permreps.fao.org>. Instructions for online registration can be downloaded from the same site. It should be noted that online registration requires the uploading of a recent passport-size digital photograph.

Constitutional Duties of the Conference

13. In addition to adopting amendments to the Constitution, Rules and Regulations of the Organization, and approving conventions and agreements, the Conference has the following specific constitutional duties:

Admission of New Members

14. The Conference, as the supreme authority of the Organization, admits new Members and deals with all matters relating to membership. At the date of preparing this document, one application for membership had been received, that of South Sudan. Under Rule XIX-2 of the General Rules of the Organization (GRO), applications are receivable up to 30 days before the opening of the Conference session, i.e. Thursday 16 May 2013. The admission of new Members is carried out by secret ballot and requires a two-thirds majority of the votes cast, provided that the total number of affirmative and negative votes cast shall be more than one half of the Member Nations of the Organization. Membership becomes effective on the date on which the Conference approves the application.

Appointment of the Independent Chairperson of the Council

15. In accordance with Article V-2 of the Constitution and Rule XXIII-1 of the GRO, the Conference appoints the Independent Chairperson of the Council.

16. Rule XXIII-1(b) of the GRO provides that the Council determine the closing date of submission of nominations for the office of Independent Chairperson of the Council by Member Nations to the Secretary-General of the Conference and Council. Likewise, the Council also sets the date by which the Secretary-General circulates these nominations to all Members of the Organization. On the basis of past practice the Council may wish to establish 12.00 hours on Monday 8 April 2013 as the closing date for submission of nominations for this appointment, and Monday 15 April 2013 as the date by which such nominations are circulated by letter and through the Permanent Representatives Web site by the Secretary-General.

Election of Council Members

17. In accordance with Article V-1 of the Constitution, the Conference elects the Members of the Council. A separate paper on the election of Council Members, including Nomination Forms, will be circulated as Conference document C 2013/11. In accordance with Rule XXII-10(a) GRO, the Conference decides the date of the election and the date by which nominations for election to the Council must be submitted. As laid down in Rule XXII-10(c) GRO, nominations must be supported in writing by the delegates of two Member Nations to the Conference, other than the delegate of the Member Nation nominated, and must be accompanied by a formal written acceptance of the nomination by the delegate of the Member Nation nominated. Rule XXII-10(d) further specifies that the General Committee shall communicate the valid nominations received to the Conference at least three working days before the date selected for the election. In the light of these requirements the Council may wish to recommend that the deadline for the receipt of nominations be set at 12.00 hours on Monday 17 June 2013.

Officers of the Conference

18. In accordance with Rule XXIV-5(b) of the GRO, the Council at its 145th Session (December 2012) is called upon to invite countries to nominate candidates for the offices of: (i) Chairperson of the Conference; (ii) Chairpersons of the commissions of the Conference; (iii) three Vice-Chairpersons of the Conference; (iv) seven elected Members of the General Committee to the Conference; and (v) nine Members of the Credentials Committee.

19. At its 146th Session (April 2013), the Council is expected to nominate the officers mentioned in the previous paragraph, who in turn will be approved by the 38th Session of the Conference. Nominations for the two Vice-Chairpersons of both Commission I and Commission II will be approved by the Conference through the General Committee.

20. Following past practice the members of the Credentials Committee so nominated will commence their work in the 15 days leading up to the Conference.

Resolutions Committee

21. The 145th Session of the Council is also called upon to recommend the establishment of a Conference Resolutions Committee composed of seven members, one from each FAO region. The Council may also wish to reiterate the view, expressed on previous occasions, that resolutions should be kept to a minimum, and be confined to matters requiring a formal decision by Conference. *Appendix C* sets out the criteria for Conference resolutions and the functions and operating procedures of the Resolutions Committee.

Invitations

22. The United Nations, its Specialized Agencies and the International Atomic Energy Agency are entitled to be represented at sessions of the Conference, without the right to vote. Other intergovernmental organizations having concluded an agreement with FAO which contains specific provisions to this effect have a right to attend as observers. Those non-governmental organizations which have consultative status are also entitled to send observers to Conference sessions. Other intergovernmental organizations, as well as non-governmental organizations having specialized consultative status or liaison status, may be invited on a provisional basis by the Director-General.

23. *Appendix D* contains the above provisions as set out in Rule XVII of the GRO and also in the FAO Policy Concerning Relations with International Non-Governmental Organizations (FAO Basic Texts, Volume II, Section M).

24. Observers from non-governmental organizations will be invited to attend informal meetings during the Conference.

25. The Council may wish to note the Director-General's suggestion that, following previous practice, Palestine be invited to attend the 38th Session of the Conference in an observer capacity.

Reducing the Environmental Impact of the Conference

26. FAO is aware of the need to limit the environmental impact of its activities. Conference documents are printed double-sided on 100% recycled paper in a limited number of copies.

27. Participants can further contribute to making the Conference environmentally friendly by:
- **Recycling**, making use of the colour-coded waste bins placed near the meeting rooms.
 - **Reducing** consumption of bottled water and cutting plastic waste, by using a refillable bottle (available at the FAO Commissary) for still or sparkling cooled water from one of the FAO water fountains.
 - **Reusing** documents rather than requesting additional copies from the documents desk.
 - **Consulting** documents on line to the extent possible.
 - **Travelling** from their hotel to the FAO headquarters using public transport, a bike or a taxi shared with other participants.

Draft Decisions

28. The Council decided to set the deadline for the receipt of nominations for the office of Independent Chairperson of the Council at 12.00 hours on Monday 8 April 2013.
29. The Council agreed to submit to the Conference for approval the Provisional Agenda and the arrangements outlined in this document, and in particular recommended that:
- 1) Two Commissions be established to examine respectively Substantive and Policy Matters (Commission I) and Programme and Budgetary Matters (Commission II);
 - 2) The deadline for the receipt of nominations for election to the Council be set at 12.00 hours on Monday 17 June 2013, and the election be held on Friday 21 June 2013;
 - 3) A Conference Resolutions Committee composed of seven members, one from each region, be established;
 - 4) Palestine be invited to attend the Conference as an observer;
 - 5) The statements of Heads of Delegation be limited to a maximum of 5 minutes each.

Appendix A - Draft Provisional Agenda for the 38th Session of the FAO Conference

Introduction

1. Election of the Chairperson and Vice-Chairpersons
2. Appointment of the General Committee and Credentials Committee
3. Adoption of the Agenda and Arrangements for the Session
4. Admission of Observers

Appointments and Elections

5. Applications for Membership in the Organization
6. Appointment of the Independent Chairperson of the Council
7. Election of Council Members
8. Appointment of Representatives of the FAO Conference to the Staff Pension Committee

Substantive and Policy Matters

9. Review of the State of Food and Agriculture

A. Regional Conferences

10. Regional and Global Policy and Regulatory matters arising from:
 - 10.1 Report of the 31st Regional Conference for Asia and the Pacific (Hanoi, Viet Nam, 12-16 March 2012)
 - 10.2 Report of the 32nd Regional Conference for Latin America and the Caribbean (Buenos Aires, Argentina, 26-30 March 2012)
 - 10.3 Report of the 28th Regional Conference for Europe (Baku, Azerbaijan, 17-20 April 2012)
 - 10.4 Report of the 27th Regional Conference for Africa (Brazzaville, Congo, 23-27 April 2012)
 - 10.5 Report of the 31st Regional Conference for the Near East (Rome, Italy, 14-18 May 2012)
 - 10.6 Input from the Informal Regional Conference for North America (Ottawa, Canada, 3-5 April 2012)

B. Technical Committees

11. Global Policy and Regulatory matters arising from:
 - 11.1 Report of the 23rd Session of the Committee on Agriculture (21-25 May 2012)
 - 11.2 Report of the 69th Session of the Committee on Commodity Problems (28-30 May 2012)
 - 11.3 Report of the 30th Session of the Committee on Fisheries (9-13 July 2012)
 - 11.4 Report of the 21st Session of the Committee on Forestry (24-28 September 2012)

C. Committee on World Food Security

12. Reports of the 37th (17-22 October 2011), 38th (Special) (11 May 2012) and 39th (15-20 October 2012) Sessions of the Committee on World Food Security

D. Other Substantive and Policy Matters

13. FAO Gender Policy and the UN System-wide Action Plan on Gender Equality and Women's Empowerment (SWAP)
14. **Interim Report on the Quadrennial Comprehensive Policy Review of Operational Activities for Development of the United Nations System**
15. Report of the Commission on Genetic Resources for Food and Agriculture (15-19 April 2013)
16. International Code of Conduct on the Distribution and Use of Pesticides
17. Preparations for the International Conference on Nutrition 21 Years Later (ICN+21) (Rome, November 2013)
18. International Years and Days:
- 18.1 Evaluation of the International Year of Forests 2011
 - 18.2 International Year of Cooperatives 2012
 - 18.3 International Year of Quinoa 2013
 - 18.4 International Year of Family Farming 2014
 - 18.5 World Soil Day

Programme and Budgetary Matters

19. Programme Implementation Report 2010-2011
20. Programme Evaluation Report 2013
21. Reviewed Strategic Framework
22. Medium Term Plan 2014-2017 and Programme of Work and Budget 2014-2015 (Draft Resolution on budget level)

Governance, Legal, Administrative and Financial Matters

A. Governance Matters

23. Progress Report on implementation of the Immediate Plan of Action (IPA)

B. Constitutional and Legal Matters

24. Amendments to the Basic Texts
- 24.1 Proposed Amendments to Rules XXXVII and XL of the General Rules of the Organization (Draft Resolution)
25. Other Constitutional and Legal Matters

C. Administrative and Financial Matters

26. Audited Accounts 2010-2011 (Draft Resolution)

27. Scale of Contributions 2014-2015 (Draft Resolution)
28. Payment by the European Union to Cover Administrative and other Expenses Arising out of its Membership in the Organization
29. Other Administrative and Financial Matters

Other Matters

30. Date and Place of the 39th Session of the Conference
31. Any Other Matters
 - 31.1 McDougall Memorial Lecture
 - 31.2 Presentation of B.R. Sen Awards
 - 31.3 Presentation of A.H. Boerma Award
 - 31.4 Presentation of Edouard Saouma Award
 - 31.5 Presentation of Jacques Diouf Award
 - 31.6 Presentation of the Margarita Lizárraga Medal
 - 31.7 Statement by a Representative of FAO Staff Bodies
 - 31.8 In Memoriam

Information Documents will be tabled on the following subjects:*

- A. Multilateral Treaties Deposited with the Director-General
 - B. Status of Contributions
- * Delegates wishing to comment on Information Documents will be given an opportunity to do so under Item 31, "Any Other Matters"

**Appendix B -
Extract from Article III of the Constitution of FAO**

The Conference

[Provisions regulating composition of delegations]

1. There shall be a Conference of the Organization in which each Member Nation and Associate Member shall be represented by one delegate. Associate Members shall have the right to participate in the deliberations of the Conference but shall not hold office nor have the right to vote.
2. Each Member Nation and Associate Member may appoint alternates, associates and advisers to its delegate. The Conference may determine the conditions for the participation of alternates, associates and advisers in its proceedings, but any such participation shall be without the right to vote, except in the case of an alternate, associate, or adviser participating in the place of a delegate.
3. No delegate may represent more than one Member Nation or Associate Member.
4. Each Member Nation shall have one vote. A Member Nation which is in arrears in the payment of its financial contributions to the Organization shall have no vote in the Conference if the amount of its arrears equals or exceeds the amount of the contributions due from it for the two preceding calendar years. The Conference may, nevertheless, permit such a Member Nation to vote if it is satisfied that the failure to pay is due to conditions beyond the control of the Member Nation.

Appendix C - Criteria for Conference Resolutions and Functions and Operating Procedures of the Resolutions Committee

1. Criteria for the Formulation of Resolutions

Resolutions should be confined essentially to the following formal matters:

- a) Amendments to the Constitution, the GRO, and the Financial Regulations.
- b) Approval or confirmation of conventions or agreements and of amendments thereto.
- c) Establishment of bodies under Article VI of the Constitution and adoption or amendment of the Statutes of such Bodies.
- d) Adoption of the Programme of Work and Budget for the ensuing biennium.
- e) Decisions regarding financial matters such as the Working Capital Fund, the scale of contributions, and adoption of audited accounts.
- f) Major programme and policy matters.
- g) Recommendations to Member Nations or to international organizations.
- h) Matters relating to the appointment of the Director-General and the Chairperson of the Council.
- i) Tributes and commemorations of special importance to FAO.

2. Functions of the Resolutions Committee

- a) The Resolutions Committee shall examine all draft resolutions, whatever their origin, unless determined otherwise by the General Committee.
- b) The Resolutions Committee shall endeavour to keep the number of resolutions to a minimum, and to ensure that resolutions conform to the criteria set forth above. It shall also draw attention to any significant constitutional programme or budgetary implications of draft resolutions proposed for adoption.
- c) The Resolutions Committee may make editorial or similar amendments not affecting the substance of draft resolutions. The Committee may recommend such other amendments as it may deem appropriate. With the consent of the sponsors, the Committee may amend draft resolutions moved from the floor in the course of the Conference session.

3. Operating Procedures of the Resolutions Committee

- a) Meetings of the Resolutions Committee shall be convened, as often as necessary, by its Chairperson or by the General Committee. Except as provided in paragraph (e) below, meetings of the Committee shall be held in private. The Committee shall maintain close liaison with the General Committee on both substantive and procedural matters.
- b) Draft resolutions shall be transmitted to the Resolutions Committee before they are submitted to a Commission or a Plenary meeting of the Conference for discussion and approval.
- c) If a draft resolution does not meet the criteria set forth above, the Resolutions Committee will suggest that the substance be incorporated into the narrative text of the Conference Report.
- d) If the Resolutions Committee has doubts regarding the likelihood of agreement in the substance of a draft resolution, the Committee may decide that the substance be debated in the appropriate forum, and that after this debate and a decision on the substance, the draft resolution be returned to the Resolutions Committee for consideration.
- e) The Resolutions Committee may invite the sponsors of a draft resolution to participate in its deliberations and, subject to the consent of such sponsors, may make such amendments to draft resolutions as it may deem appropriate.

- f) The Resolutions Committee may delegate its Chairperson or one or more of its members to attend the debate where a draft resolution is discussed, either to explain the Committee's views and reasons for any proposed changes, or to follow the debate so as to be able to inform the Committee of the Background when the text of the draft resolution is submitted to the Committee.
- g) The Resolutions Committee shall submit reports on all draft resolutions which have been referred to it, and such reports shall be circulated as Conference documents. Amendments to draft resolutions recommended by the Committee in its reports shall be deemed to be amendments within the meaning of Rule XI-3 of the GRO and, if necessary, shall be considered by the appropriate Commission or at a Plenary meeting on the day on which the relevant report is circulated.

**Appendix D -
FAO Policy Concerning Relations with International
Non-Governmental Organizations**

Rule XVII of the General Rules of the Organization

Participating International Organizations

1. A representative of the United Nations and a representative of any specialized agency of the United Nations, accompanied by advisers and assistants, may attend the plenary meetings of the Conference and the meetings of any commission, of any committee of a commission, and of any committee established under Rule XV. Such representatives may, without vote, speak and participate in the discussions and may circulate to the Conference, without abridgement, the views of the organizations which they represent.
2. An observer of any other intergovernmental organization with which an agreement has been concluded providing for representation, accompanied by advisers and assistants, may attend the plenary meetings of the Conference, and the meetings of any commission, of any technical committee of a commission and of any technical committee established under Rule XV. Such observer may, without vote, speak and, upon the request of the Chairperson, participate in the discussions. They may circulate to the Conference, without abridgement, the views of the organizations which they represent.
3. An observer of any international non-governmental organization having consultative status, accompanied by advisers and assistants, may attend the plenary meetings of the Conference and the meetings of any commission, of any technical committee of a commission and of any technical committee established under Rule XV. Such observers may, without vote, speak before such commissions and committees, participate in the discussions therein upon the request of the Chairperson and, with the consent of the General Committee, speak before plenary meetings of the Conference. They may circulate to the Conference, without abridgement, the views of the organizations which they represent.
4. The Director-General shall determine provisionally what other international organizations shall be invited to any session of the Conference and shall submit the list of such organizations to the Conference for approval.

Extract from the FAO Basic Texts, Volume II, Section M

FAO Policy Concerning Relations with International Non-Governmental Organizations

General Arrangements

5. The Organization established relationships with certain international non-governmental organizations in order to secure their advice and to associate them effectively with the work of the Organization.

Organizations eligible for consultative status

6. In order to be eligible for consultative status, an international non-governmental organization shall:
 - a) be international in its structure and scope of activity, be sufficiently representative of the field of interest in which it operates, and be of a recognized

- standing that renders its views on policy a matter of great interest to governments and to FAO;
- b) be concerned with matters covering a substantial portion of FAO's field of activity;
 - c) have aims and purposes in conformity with the general principles embodied in the Constitution of FAO;
 - d) have a permanent directing body, authorized representatives and systematic procedures and machinery for communicating with its membership in various countries.

Organizations eligible for specialized consultative status

7. In order to be eligible for specialized consultative status, an international non-governmental organization shall:

- h) be international in its structure and scope of activity, and representative of the specialized field of interest in which it operates;
- i) be concerned with matters covering a particular portion of FAO's field of activity;
- j) have aims and purposes in conformity with the general principles embodied in the Constitution of FAO;
- k) have a permanent directing body, authorized representatives and systematic procedures and machinery for communicating with its membership in various countries.

Organizations eligible for liaison status

8. In order to be eligible for liaison status an international non-governmental organization shall:

- a) be international in its structure and scope of activity and be sufficiently representative of the field of interest in which it operates;
- b) be concerned with matters covering a portion of FAO's field of activity and be in a position to give practical assistance in that field;
- c) have aims and purposes in conformity with the general principles embodied in the Constitution of FAO;
- d) have a permanent directing body, authorized representatives and systematic procedures and machinery for communicating with its membership in various countries.