

International Hydrological Programme

43rd session of the IHP Bureau
(Paris, 3 – 5 June 2009)

REVISION OF THE “GUIDELINES FOR THE PREPARATION AND CONSIDERATION OF DRAFT RESOLUTIONS AT THE INTERGOVERNMENTAL COUNCIL OF IHP” *[Revised version – 3 June 2009]*

Item 9.2 of the provisional agenda

SUMMARY

The IHP Intergovernmental Council at its 18th session (Paris, 9-13 June 2008) recommended that “...*the submission of draft resolutions is encouraged at least two weeks prior to the start of the Council, but can also be submitted within the first three days of the Council session*” (ref: document IHP/IC-XVIII/3, Final Report, para. 20).

Decision required: With a view to updating the “Guidelines for the Preparation and Consideration of Draft Resolutions at the Intergovernmental Council of IHP” following the recommendation of the IHP Council, the proposed revised guidelines is herewith submitted to the IHP Bureau for its consideration. The proposed new texts are indicated in *italics*, in items 1, 3.1 and 3.2 of the Guidelines.

ADMISSIBILITY CRITERIA, GUIDELINES AND RULES OF PROCEDURES FOR THE PREPARATION AND CONSIDERATION OF DRAFT RESOLUTIONS AT THE INTERGOVERNMENTAL COUNCIL (IGC) OF IHP

[proposed new text in *italics*, in items 1, 3.1 and 3.2 below]

1. COMPETENCE TO SUBMIT A DRAFT RESOLUTION (DR)

Draft Resolutions (DRs) are elaborated in view of the deliberations of the Intergovernmental Council (IGC) by the Resolution Drafting Committee (RDC), elected by the IGC. The terms of reference of the RDC are available in IHP/IC-XIV/3 Annex V.

To facilitate review comments by members of the IGC, it is recommended that DRs are submitted **to the IHP Secretariat** two weeks prior to the beginning of the IHP IGC session in question. ~~by a member, or a group of members, of the IGC, for their assessment and revision on behalf of the IGC.~~ **DRs received in such a manner will be communicated to members of the IGC one week prior to the commencement of the session.**

**The submission of a DR during a session of the IGC remains formally possible during the first three working days of that session. Such late submissions should however be considered exceptional and should only be made as a last resort to handle vital issues not considered in pre-existing DRs. They should be presented by more than one delegation (ALTERNATIVE: They should be submitted by three Member States representing at least two of the five electoral groups of the Council).*

*The decision about their admissibility lies within the prerogative of the RDC who will assess the justification of the late submission.**

When the RDC has finished assembling and revising all the DRs, its Chairperson will submit them to the plenary session of the IGC for their adoption.

When it is adopted by the plenary session of the IGC (by consensus or through a vote), a DR becomes an IHP Intergovernmental Council Resolution.

2. RECOMMENDED CRITERIA FOR EVALUATING DRS

In order to be accepted by the Resolution Drafting Committee and submitted to the plenary session of the IGC for its approval a DR should follow the criteria below:

2.1. Self-standing and structured in a manner that replies to three questions:

- 2.1.1 Why does such a decision need to be taken?
- 2.1.2 What is the decision? *and*,
- 2.1.3 How will the decision be implemented?

2.2 A DR should be drafted in two main parts:

- 2.2.1. A preamble (replying to question 1 under 2.1 above: Why does such a decision need to be taken?)
- 2.2.2. An operative part (replying responding to questions 2 and 3 under 2.1 above: What is the decision? How will the decision be implemented?)

2.3. A DR should be prepared only when necessary to reflect:

- 2.3.1 Major policy decisions related to the overall direction of IHP and/or its general strategy;
- 2.3.2 Important structural decisions;
- 2.3.3 Substantive matters concerning the programme and/or its budget;
- 2.3.4 Major decisions related to the delivery and implementation mechanisms of IHP.

2.4 A DR should deal with matters that are placed before the Session of the IGC in question and discussed at that Session under an agenda item;

2.5 A DR should accurately reflect the conclusions of the plenary session;

2.6 A DR should be addressed to one or more of the following entities:

- 2.6.1 The Member States of UNESCO or a relevant subset
- 2.6.2 The IHP National Committees or their relevant sub-set
- 2.6.3 The General Conference of UNESCO
- 2.6.4 The Executive Board of UNESCO
- 2.6.5 The Director -General of UNESCO
- 2.6.6 The IHP Bureau
- 2.6.7 The IHP Secretariat
- 2.6.8 Subsidiary bodies of the IHP Council
- 2.6.9 Others

2.7 Drafting style

- 2.7.1 The wording should meet the criteria of being “necessary and sufficient”;
- 2.7.2 Extraneous and duplicative material should be avoided;
- 2.7.3 Preamble material should be kept to a minimum, and each preamble paragraph should be clearly related to one or more operative paragraphs and vice-versa.

2.8 Format of the DR

Examples of the format (punctuation, font, font size etc.) in which the DRs should be submitted to the Secretariat of the Resolution Drafting Committee can be found on: <http://unesdoc.unesco.org/images/0013/001375/137591e.pdf> Annex IV. For hard copy see the example in document IHP/IC-XVI/3 Annex IV.

3. RULES OF PROCEDURE

3.1 Members of the IHP IGC, are ****strongly**** encouraged to submit DRs, via the Internet, [via e-mail to the Secretariat of IHP at ihp@unesco.org], to the Secretariat of the RDC two weeks before the beginning of the IHP IGC session in question, indicating which particular agenda item the proposed DR falls under;

****3.2 DRs exceptionally submitted during the first three working days of the session in course should be submitted by more than one Member of the IHP IGC (ALTERNATIVE: ... should be submitted by three Member States representing at least two of the five electoral groups of the Council). Such DRs must be submitted (ALTERNATIVE: preferably) in English to facilitate the work of the Resolutions Committee.****

3.3 The Secretariat of the RDC is provided by the IHP Secretariat;

- 3.4 DRs will be numbered as they come in to the Secretariat, and will be sent through the Internet [e-mail] in their original form one week prior to the beginning of the IGC session, to all members of the IGC for their information;
- 3.5 The deadline for the submission of the DRs is communicated to all members of the IGC and IHP/NCs along with these Guidelines;
- 3.6 The Resolution Drafting Committee (RDC), elected by the IGC, reviews and processes the DRs according to the criteria mentioned above in accordance with the terms of reference of the RDC, available in IHP/IC-XIV/3 Annex V.