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ECONOMIC COMMISSION FOR LATIN AMERICA  
CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE

First Session  
Havana, Cuba, 31 October to 4 November 1975

RULES OF PROCEDURE OF THE CARIBBEAN DEVELOPMENT  
AND CO-OPERATION COMMITTEE

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(Established under resolution No. 358 (XVI) of the Economic Commission for Latin America as a subsidiary body of the Commission. This resolution was approved by the Economic and Social Council at its 59th session.)

I. ORGANIZATION

Rule 1

The Caribbean Development and Co-operation Committee is a permanent subsidiary body of the Economic Commission for Latin America (ECLA), at the governmental level. As such the Committee should report to ECLA, which in turn will report to the Economic and Social Council.<sup>1/</sup>

Rule 2

The Committee shall be made up of a Minister designated by each of the countries members of the Commission, as defined by resolution No. 358 (XVI) as ex-officio members of the Committee.

In the event of any of the Ministers being unable to attend a meeting, he may be represented by an accredited alternate representative designated by his Government.

Rule 3

The Ministers may be accompanied by such alternate representatives, advisers and experts as may be designated by their Government, all with the usual credentials required for international meetings.

<sup>1/</sup> In conformity with Decision 65 (ORG-75), the Council will not consider any report exceeding 32 pages.

/Such

Such advisers and experts may represent their respective Ministers, and shall have the right to speak and to vote at any meeting of the Committee or its subsidiary bodies.

Rule 4

The Committee may, after discussion with any specialized agency concerned and with the approval of the Commission, establish such subsidiary bodies as it deems appropriate, for facilitating the carrying out of its responsibilities.

Rule 5

The Chairman of the Committee shall be the Minister designated as ex-officio member of the Committee in the host country of the session, and elected by the Committee. He shall continue as Chairman between one session and the next.

Rule 6

If the Chairman of the Committee ceases to be the Minister designated as ex-officio member of the Committee by his country, the person who is newly designated shall replace him as Chairman.

Rule 7

At each session the Committee shall also elect two Vicechairmen and a Rapporteur, who may be Ministers, advisers or experts.

Rule 8

The Chairman shall participate in the meetings of the Committee in that capacity, and his country shall meanwhile be represented by an alternate delegate.

Rule 9

The Secretariat of the Committee shall be the Secretariat of the Economic Commission for Latin America, acting principally through the sub-regional office in Port-of-Spain. In executing its work programme the ECLA Secretariat may co-operate with the Secretariats of other inter-governmental bodies in the Caribbean area, including the Caribbean Development Bank, the Caribbean Community and the West Indies Associated States.

## II. FUNCTIONS

### Rule 10

The functions of the Committee shall be as follows:

To act as a coordinating body for activities relating to development and co-operation as may be agreed upon and, to serve as an advisory and consultative body to the Executive Secretary in respect of Caribbean issues and circumstances.

To this effect the Committee will:

- a) determine the carrying out of research and study in connexion with the objectives of advancing towards Caribbean economic integration and co-operation and dealing with social and economic development needs, especially in the relatively less developed countries.
- b) propose to the participating governments concrete measures directed towards the development of the Caribbean area and greater integration of and co-operation among the economies of the Caribbean.
- c) indicate to the Secretariat initiatives which should be pursued with a view to strengthening co-operation between the Caribbean countries and the other countries members of ECLA and integration groupings of countries of the Latin American region.
- d) discuss and propose programmes and projects of technical co-operation of sub-regional and multinational nature to be carried out in the area.

## III. SESSIONS

### Rule 11

The regular sessions of the Committee shall be held once a year.

At these sessions, the Committee, in consultation with the Executive Secretary of ECLA shall recommend the date and place of the next session, following a principle of rotation between the Member States.

/The Executive

The Executive Secretary of ECLA shall issue the notice of convocation of these regular sessions.

Rule 12

In addition to the annual sessions referred to in the preceding Rule, the Committee may hold other meetings, attended by the Ministers or their alternates, when this seems desirable from the standpoint of the continuity of the Committee's work.

In such cases, the Executive Secretary of ECLA, on his own initiative or at the request of any one of the members, shall issue the necessary notice of convocation, after consultation with the remaining members and in agreement with the Chairman of the Committee.

Rule 13

For sessions of the Committee or its subsidiary bodies not covered by budget provisions approved by the General Assembly of the United Nations, the host country should cover the cost of interpreters, translators, secretaries, interpretation equipment, mimeographs, meeting rooms, offices and such other facilities as may be necessary for the normal functioning of the meetings. A standard agreement should be signed between the host country and the secretariat on the administrative arrangements for each session. For all other matters, the host country should comply with the principles set down in the Convention on the Privileges and Immunities of the United Nations.

Rule 14

Two thirds of the members of the Committee shall constitute a quorum for any meeting. Each member shall have one vote. Procedural matters may be decided by simple majority. Substantive matters shall be decided by two-thirds majority of members present and voting. Abstentions from voting shall not affect such majority. Should doubts arise whether a matter is substantive or procedural, the Chairman will decide after consulting the Vicechairmen.

Rule 15

In other respects, the conduct of the discussions and the voting procedure shall follow the practice established in the commissions' rules of procedures.

IV. THE SECRETARIAT

Rule 16

The Executive Secretary or his representative may at any meeting make either oral or written statements concerning any question under consideration.

Rule 17

The Executive Secretary shall be responsible for the necessary arrangements for meetings in close contact with the Chairman of the Committee and the authorities of the country serving as the host country for the meeting. At the beginning of each session, he, or his representative, shall present a report on the work done since the last session. In the periods between sessions, the Executive Secretary shall see that, as far as possible, the Governments of participating countries are kept informed of the progress of the work in hand.

Rule 18

The Executive Secretary shall ensure that at least thirty days before the commencement of each session, member Governments shall receive copies of the provisional agenda, and the reports and documents which are to be considered at the session in question.

This rule may be waived in the case of extraordinary meetings.

V. GENERAL PROVISIONS

Rule 19

The working languages of the Committee shall be English, French and Spanish.

/Rule 20

Rule 20

Any of these rules of procedure may be amended or suspended by the Committee provided that the proposed amendments or suspensions do not attempt to set aside the terms of reference laid down by the Commission and the Economic and Social Council.