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**CONSTITUENT DECLARATION AND FUNCTIONS AND
RULES OF PROCEDURE OF THE
CARIBBEAN DEVELOPMENT AND
COOPERATION COMMITTEE (CDCC)**

Chapter VIII
GENERAL PROVISIONS

Rule 22

The working languages of the CDCC should be used at the meetings. Official press statements may be released by the Chairperson and the Director of the Subregional Headquarters of ECLAC for the Caribbean.

Rule 23

These rules may be amended by a decision of the Committee adopted by two-thirds majority of its Members present and voting after the Bureau has reported on the proposed amendment.

Rule 24

Circumstances not foreseen in these Functions and Rules of Procedure shall be analyzed and decided upon by the Session or Meeting, in accordance with the rules and practice of ECLAC and of the United Nations.

without the right to vote and no member of the Committee shall have more than one vote.

Chapter VI CONDUCT OF BUSINESS

Rule 19

Decision-making and conduct of business shall be done *mutatis mutandis* in accordance with the relevant procedures of ECLAC.

Chapter VII OBSERVERS

Rule 20

Any non-member State from the Latin American and Caribbean region and any intergovernmental or international agency whose activities are related to those of the CDCC, may be invited to attend sessions or meetings of the Committee in an observer capacity. Such invitations may be issued to international agencies which do not belong to the United Nations system and also to Special Guests with whom the Committee maintains working relations.

Rule 21

Observers shall not have the right to vote. However, they may make interventions and present proposals, through the delegation of a member country, unless permitted by the Chairperson, with the agreement of the Committee, to do so in their own right.

CONSTITUENT DECLARATION OF THE CDCC

We, the Ministers of the Caribbean Development and Cooperation Committee (CDCC):

Recalling the establishment of the CDCC, hereinafter referred to as “the Committee”, in accordance with ECLAC resolution 358(XVI) as a permanent subsidiary body of the Economic Commission for Latin America and the Caribbean (ECLAC), in 1975;

Recognizing the significant and path-breaking contribution of the Committee since its inception, to the intensification of cooperation and integration among the countries of the Caribbean and to the development of the subregion as a whole;

Recognizing, in particular, the fundamentally transformed international environment that has emerged during recent decades as a result of the intensification of the globalization of economic relations, as well as the other significant changes that have been brought about in the operational environment of the Committee at the regional level, with implications for the overall effectiveness of the organ in the delivery of its mandate;

Recognizing also that the globalization process, fuelled by communications technology, coincides with the entrenchment of market forces as the mainspring of the international economy and with the establishment of a rules-based system to govern international trade centred on the World Trade Organization (WTO);

Recognizing, further, that these developments at the global level present particular challenges to the sustainable development of the small countries of the Caribbean which must already contend with a number of vulnerabilities that are inherent in their geo-economic, social and environmental profiles and which translate into specific problems that impede their achievement of such development;

Recognizing, also, that these challenges are inextricably linked to the small size of these countries and are reflected in, inter alia, their narrow range of resources, which forces undue specialization; their small domestic markets, which offer little scope for economies of scale; and their excessive dependence on international trade, which renders them acutely vulnerable to global events;

Taking into account the efforts being made by the countries of the Caribbean to enhance their economic competitiveness, including efforts aimed at the diversification of their economies and the execution of wide-ranging institutional reforms;

Taking into account, also, the significant decline in flows of Overseas Development Assistance (ODA) which coincides with the increasing trend towards the removal of preferential terms of access hitherto enjoyed by these countries in their principal export markets;

Taking into account, also, the retarding effects of the debt service obligations which compromise the long-term development prospects of Caribbean countries while inducing drastic reductions in the levels of welfare and in the general standard of living of the affected populations;

Taking into account the new or enhanced areas of social vulnerability of regional countries arising from, inter alia, the effects of global phenomena, such as international organized crime, money-laundering and HIV/AIDS, all of which also impact on their productive capacity and thus on their economic prospects;

Taking into account the fundamental relevance of environmental issues to the overall development process, as recognized and entrenched in the Programme of Action for the Sustainable Development of Small Island Developing States (SIDS POA) adopted at the United Nations Global Conference on the Sustainable Development of Small Island Developing States (UNGCSIDS) which convened in Barbados, in 1994;

Recognizing the many constraints encountered by the small island developing States of the Caribbean in the effective and sustained

Rule 16

The Secretariat shall designate a staff member to perform the duties of Secretary of the Session.

Chapter V QUORUM AND DECISION-MAKING

Rule 17

1. The Chairperson may declare a meeting open and permit the debate to proceed when at least one half of the member countries of the Committee participating in the Session are present.
2. The presence of a majority of the Members of the Committee so participating shall be required for any decision to be taken on procedural matters, and for any decision on matters of substance the presence of two thirds of the members of the Committee shall be required.
3. The Secretary of the meeting, who shall be responsible for the verification of the quorum, shall accordingly advise the Chairperson about the existence or otherwise of a quorum and the latter shall rule on the matter in accordance with the conduct of business.
4. To determine whether the meeting is quorate any member of the Committee may call for the verification of a quorum.

Rule 18

Every effort shall be made to reach decisions in the Committee by consensus. If consensus cannot be reached, decisions shall be taken by vote. Associate members shall be able to participate in the debates

one third of the membership, so requests; or when the Chairman, in consultation with the Secretariat, and supported by at least one third of the membership, so requests.

Chapter IV **THE BUREAU OF THE SESSION**

Rule 13

The Bureau of the Session shall comprise the Chairperson, three Vice-Chairpersons and the Rapporteur. The election of the Bureau shall take place at a meeting of the Ministers and alternate representatives of the member countries convened immediately prior to the inauguration of the Monitoring Committee and directed by the Chairperson or a Vice-Chairperson designated by him or her in accordance with Rule 15. This Session of Ministers and alternate representatives shall also adopt the agenda, as well as the programme of work, for the Session.

Rule 14

Members of the Bureau shall hold office for the duration of the Session and until the convening of the next regular Session. The Bureau shall also stand in respect of any special session or meeting that may be convened during the intervening period. The Chairperson shall be entrusted with the oversight of the fulfilment of the provisions of the Constituent Declaration, as well as of the Functions and Rules of Procedure of the CDCC; the Resolutions approved by the session; and any relevant decisions adopted by the session or arising from the Constituent Declaration and the Functions and Rules of Procedure.

Rule 15

If the Chairperson finds it necessary to be absent during a session of the Committee or any part thereof, he or she shall designate one of the Vice-Chairpersons to take his or her place.

implementation of that Programme of Action, whether of a financial nature, or related to institutional capacity, or other factors;

Taking into account the vital importance of the Caribbean marine environment to the countries of the subregion in the social, political, economic and environmental spheres;

Recognizing also, that the significance of environmental issues is magnified in the context of the fragile ecosystems of these small island or coastal States for which the environment is the key resource, as evidenced by, inter alia, the significant contribution of the tourism industry to their economic and social development and the corresponding demands made by the industry on the environment;

Emphasizing the importance of the early implementation of the initiative being promoted by the member countries of the Association of Caribbean States (ACS) within the United Nations General Assembly (UNGA), for “Promoting an integrated management approach to the Caribbean Sea area in the context of sustainable development”;

Taking into account the intensification of integration efforts in the Caribbean region, reflected in the widening and deepening of existing regional processes such as the Caribbean Community (CARICOM); and the creation of new institutions, such as the ACS, established in 1995, as an organization for consultation, cooperation and concerted action among the States, Countries and Territories of the Wider Caribbean;

Recognizing the unprecedented high level of collaboration that has developed among regional organizations such as the Caribbean Community (CARICOM), the Latin American Economic System (SELA), the Association of Caribbean States (ACS) and the ECLAC/CDCC, reflecting, inter alia, the complementary nature of their activities and work programmes, as well as the basic commonality of social, political, economic and environmental concerns that exist among the countries of the region;

Taking into account the status of ECLAC as a Founding Observer within the Association of Caribbean States (ACS) in

recognition of its contribution to the integration process in the Wider Caribbean subregion;

Recognizing also, the intensification, over recent decades, of cooperative relations between the member countries of the Committee and their counterparts in Latin America, as evidenced by, inter alia, the conclusion of a large number of agreements in various fields, between and among the respective groups of countries, including the conclusion of agreements at the inter-regional level and between integration Secretariats;

Recognizing the utility of formalizing cooperation agreements for the further strengthening of inter-institutional relations aimed at the development and exploitation of synergies with other regional and regionally-based institutions, including regional banks' with third countries and groupings of countries; and with the agencies, funds and programmes of the United Nations system;

Recognizing that all cooperation mechanisms must be guided by the principles of the sovereign equality of States, solidarity and mutual benefit, without discrimination on the basis of differences in political, economic and social systems;

Reaffirming, in the spirit of various United Nations resolutions, that the countries of the Caribbean subregion have the inalienable right to exercise permanent sovereignty over their natural resources and economic activities and that they are united in mutual support and solidarity against any form of economic coercion that might be used against any of them for having exercised their legitimate rights;

Recognizing the roles of the Committee as a coordinating body for the development and promotion of cooperation activities towards the sustainable development of its member countries and as an advisory and consultative body to the Executive Secretary of ECLAC on issues of particular relevance to Caribbean countries;

Taking into account the recognized role of the Committee as a unique forum within the United Nations system that provides a nexus between the articulation of regional positions on issues of concern,

6. If at the end of consultations no offers are received, sessions or meetings will be convened at the Subregional Headquarters of ECLAC for the Caribbean.

Rule 9

Seven days prior to the date stipulated for the convening of the session or meeting, the Secretariat, in consultation with the Chairperson shall verify whether a majority of the member countries intend to attend the session or meeting and advise the Chairperson accordingly. In the event it is determined by the Chairperson that the required majority cannot be achieved, the Chairperson shall decide on new dates for the session and the Secretariat shall accordingly notify all the member countries.

Rule 10

The Secretariat, in consultation with the current Chairperson, shall give written notice of the convening of each session or meeting to member countries. Such notice shall be given at least sixty calendar days prior to the date proposed for the commencement of the session or meeting and shall convey, inter alia, the precise dates and venue, as well as the provisional draft agenda of the session or meeting.

Rule 11

The working documents for the session and for the meeting of the Monitoring Committee should be made available to member countries by the ECLAC Subregional Headquarters for the Caribbean no later than two weeks before the date stipulated for the convening of the Session.

Rule 12

In addition to the regular sessions referred to in Rule 7 of these Rules, special sessions may be convened in the following cases: when the Session so decides; when a member country, supported by at least

- (e) To discuss and approve the final report of each Session, including resolutions.

Chapter III

FREQUENCY AND CONVENING OF THE SESSION

Rule 7

The Regular Session shall convene every two years. The session shall be preceded by a meeting of the Monitoring Committee. The Session shall be convened on dates which permit the timely presentation of their report to the Session of ECLAC.

Rule 8

1. Each Session, as a general rule, should determine the dates and venue of the next Session. Sessions shall normally be convened at the Subregional Headquarters of ECLAC for the Caribbean;
2. Offers from member countries to host specific sessions or meetings should be formally transmitted to the Secretariat at least three months in advance of the date identified for the session or meeting;
3. Should no such offer be transmitted to the Secretariat, the Secretariat may consult with member countries to ascertain the existence, or otherwise, of any interest in hosting any given session or meeting;
4. The Secretariat shall immediately notify the member countries of any such interest as might be expressed;
5. A member country that offers to host a particular session or meeting of the Committee is required to cover any additional costs that might be incurred for holding the session or meeting outside the Subregional Headquarters;

within the region, prior to their articulation at regional, hemispheric or global conferences and their translation into policies at the regional and national levels; and providing the mechanism by which the specific concerns of the subregion are brought to the United Nations;

Taking into account, also, the pivotal role assigned to the ECLAC/CDCC with respect to the implementation and general follow-up, within the subregion, of the Programmes of Action adopted at global conferences;

Conscious of the need to address critical issues and to provide policy advice and other technical cooperation programmes, including training in consultation with member countries, in, inter alia, the spheres of sustainable human and social development, incorporating, among other elements, poverty alleviation, social equity and gender equity, in the context of sound environmental management practices and a pattern of production and trade development that is also compatible with such practices;

Recognizing the strengthened and expanded institutional capacity that has been acquired by the ECLAC/CDCC Secretariat in the fields of sustainable human development; economic and social cooperation; and environmental issues, including the assessment of the macroeconomic, social and environmental effects of natural disasters, that can be of effective assistance to Caribbean countries in their pursuit of increased levels of cooperation and integration towards their sustainable development;

Recognizing the need for a further strengthened Committee as a regional forum that is equipped to assist its member countries in meeting the challenges presented by the ongoing transformation of the international, political and economic environment through, inter alia, the development of consensus towards the implementation of cooperation policies and programmes, including the sharing of experiences, in areas of critical importance to their sustainable development and for the coordination of positions for articulation in other regional, hemispheric or global forums and with third countries and groupings of countries;

Determined to satisfy the legitimate aspirations of their peoples for development and progress;

Declare their political will and their resolution to:

Provide for a strengthened CDCC through the adoption of the present document, together with the document annexed hereto, entitled, "Functions and Rules of Procedure of the Caribbean Development and Cooperation Committee" which, taken together represent a revision of the Constituent Declaration and Functions and Rules of Procedure of the CDCC adopted at the Meeting which convened in the City of Havana, Cuba, from 31 October - 4 November 1975 to inaugurate the Committee as a permanent subsidiary body of ECLAC.

Rule 5

Members of the Committee should inform the Secretariat about the composition of their delegations at each session and meeting of the Committee prior to the commencement of the Session or Meeting.

Chapter II FUNCTIONS OF THE SESSION

Rule 6

The functions of the Session are as follows:

- (a) To discuss and propose subjects of common interest in spheres lying within the competence of the CDCC, allowing the adoption of common positions to be taken at international forums and negotiations;
- (b) To review, discuss and approve the biennial work programmes of the ECLAC Subregional Headquarters for the Caribbean, setting priorities and ensuring that it corresponds to the subregion's interests and contains a clear breakdown of activities;
- (c) To discuss and propose subregional and multilateral cooperation programmes and projects which could form part of the biennial work programme of the ECLAC Subregional Headquarters for the Caribbean. Within this context, the meeting may approve technical meetings, research and studies required for the achievement of the objectives of greater economic integration and cooperation in the Caribbean, to propose concrete measures to governments for the attainment of these objectives;
- (d) To indicate to the Secretariat the actions to be pursued in its contacts with the countries of Latin America, as well as the cooperation and integration groupings in that region;

FUNCTIONS AND RULES OF PROCEDURE OF THE CDCC

Chapter I COMPOSITION AND AUTHORITY

Rule 1

The Caribbean Development and Cooperation Committee (CDCC), hereinafter referred to as “the Committee”, is a permanent subsidiary body of the Economic Commission for Latin America and the Caribbean (ECLAC), at the governmental level, created by resolution 358(XVI) of ECLAC. The Secretariat of the Committee shall be the Secretariat of ECLAC, acting principally through the Subregional Headquarters for the Caribbean, as provided in Article 9 of the Constituent Declaration.

Rule 2

The Committee shall report to ECLAC, which in accordance with paragraph 12 of its Terms of Reference will include the information provided by the Committee on its activities and plans in its report to the Economic and Social Council (ECOSOC).

Rule 3

The Committee shall be composed of a minister designated by the member countries. In the event that any minister is unable to attend a session, he or she may be represented by an alternate representative so designated by the country concerned.

Rule 4

Ministers may be accompanied by such alternate representative, advisers and experts as may be so designated. Such alternate representatives, 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 of its subsidiary bodies subject to the provision of Rule 18.

Chapter I CHARACTERISTICS AND GOALS

Article 1

The Caribbean Development and Cooperation Committee (CDCC) is a permanent subsidiary body of the Economic Commission for Latin America and the Caribbean (ECLAC).

Article 2

The fundamental goals of the CDCC are:

- The economic and social development of its member countries, advancing progressively towards the integration of their economies, taking into account the challenges faced by the countries of the subregion in the increasing globalization of the world economy, which requires the promotion of cooperation and integration among the member countries through the implementation of joint projects, the exchange of experiences and other mechanisms that contribute to these ends;
- Promoting cooperation among the member countries and between them and the integration and cooperation groupings in Latin America and the Caribbean, in particular the Association of Caribbean States (ACS) and the Caribbean Community (CARICOM), as well as utilizing the experience accumulated by other agencies which would contribute to the achievement of the objectives of cooperation among the Caribbean countries.

Chapter II OBJECTIVES AND FUNCTIONS

Article 3

The objectives of the CDCC shall be the following:

- To promote and strengthen economic and social cooperation and integration among the countries of the Caribbean and to promote cooperation between them and the countries and integration processes of Latin America and the Caribbean;
- To promote the sharing of information and experiences among its membership;
- To promote coordination among Caribbean countries for the adoption of common positions and strategies on economic and social issues, to be presented at international forums and agencies and their relations with third countries and groupings of countries.

The objectives of the Monitoring Committee are the following:

- To maintain an up-to-date CDCC strategy, with a clear vision of actions in the short, medium and long term, in fulfilment of the resolutions approved at the CDCC sessions of ministers;
- To draft and to follow up on the biennial work programme and the annual budget approved by ECLAC for its Subregional Headquarters for the Caribbean, as well as the presentation of its report to the CDCC sessions of ministers incorporating proposals for programming, projects and administrative aspects related to the execution of the budget of the Subregional Headquarters of ECLAC for the Caribbean.

meetings of the Monitoring Committee shall be the Office of the Subregional Headquarters of ECLAC for the Caribbean, unless a member of the Committee offers to host the meeting, within the time period stipulated by its Rules of Procedure. Any member country that offers to host a particular session or meeting shall be required to cover any additional costs that might be incurred for holding the session or meeting outside the Secretariat of the Subregional Headquarters of ECLAC for the Caribbean.

Chapter VI GENERAL PROVISIONS

Article 12

The working languages of the Committee should be English, French and Spanish. Simultaneous interpretation will be provided as needed. Likewise the main documents should be translated into the three languages and made available not later than two weeks before the session or meeting.

Article 13

Amendments to the present Constituent Declaration, as well as the suspension of any of its provisions, shall be adopted by the session of ministers and must be approved by two thirds of the members present and voting. The amendments should be consistent with the terms of reference of the Committee laid down by ECLAC and take into account the character of the CDCC as a permanent subsidiary body of ECLAC.

Article 7

The Session of Ministers shall be governed by the Provisions of the Constituent Declaration and Functions and Rules of Procedure of the CDCC.

Article 8

The Functions and Rules of Procedure of the CDCC shall apply *mutatis mutandis* to meetings of the Monitoring Committee.

Article 9

The Secretariat of the CDCC shall be the Secretariat of the ECLAC acting principally through the Subregional Headquarters for the Caribbean. In the execution of its functions, the Secretariat shall be guided, inter alia, by the goals, objectives and functions of the CDCC as contained in this Constituent Declaration.

Chapter V SESSIONS

Article 10

Regular sessions of ministers shall be held every two years and shall be preceded by a meeting of the Monitoring Committee at the same venue. The Chair of the sessions shall follow the principle of rotation among the member countries in the English alphabetical order of their names. The sessions shall convene on dates that facilitate the transmission of relevant reports and decisions to the biennial sessions of ECLAC. Special sessions shall be held in accordance with the Functions and Rules of Procedure of the CDCC. The sessions shall be convened by the Secretariat, in coordination with the Chairman.

Article 11

The regular meetings of the Monitoring Committee shall be held annually. In the years when there is no regular session the venue of

Article 4

The functions of the CDCC shall be the following:

- To promote the optimum utilization of the subregion's human, natural, technical and financial resources for the execution of projects, exchange of experience and mutual cooperation in the areas of interest to the countries of the Caribbean;
- To pursue measures that will allow the member countries to obtain remunerative prices, secure stable export markets for their commodities, manufactures goods as well as services, and to increase their negotiating strength in international forums;
- To carry out actions aimed at obtaining financial resources from international agencies, the cooperation agencies of the developed countries; regional development funds and banks, and other sources, for use in common projects for the benefit of the subregion's economic and social development;
- To promote Caribbean cooperation for the creation, development, adaptation and exchange of technology and technical and scientific information, as well as the further development and utilization of human, educational, scientific and cultural resources;
- To promote and stimulate the development and coordination of transportation and communications; cooperation in the fields of tourism, environmental conservation, rehabilitation and preservation; and in the identification development and optimum utilization of the energy resources of the subregion;
- To promote the development of policies and activities linked to health, education and training, as well as to other

spheres of social development, towards the sustainable development of the countries of the subregion;

- To coordinate and execute pertinent activities, in conjunction with CARICOM, in the implementation of actions derived from the implementation of the Programme of Action for the Sustainable Development of Small Island Developing States;
- To foster cooperation toward the further strengthening of relations among the countries and peoples of the subregion through the establishment of cultural exchange programmes;
- To offer effective assistance in cases of emergencies and situations resulting from natural disasters and to promote cooperation in capacity-building in the field of meteorology with a view to reducing the harmful effects of hurricanes and tropical storms;
- To promote and undertake, as appropriate, the execution of measures to enhance the capacity of the countries of the subregion in the area of statistics;
- To exercise solidarity in the face of any type of economic action, pressure or coercion, whether collective or unilateral, against any of the countries of the subregion that exercises its legitimate right to defend its national sovereignty;
- To function as a “think-tank” in support of sustainable human development, embracing the economic, social and environmental dimensions of development;
- To develop and utilize the available mechanisms, such as meetings of experts, workshops and national consultations in preparation for global conferences, including the adoption of common positions; as well as the follow-up of the outcomes of such conferences;

- To cooperate in the adoption of concrete measures aimed at the sustainable development of the member countries of the CDCC, and to promote initiatives to strengthen cooperation among them, pursuant to the provisions of the present Constituent Declaration;
- To serve as an advisory and consultative body to the Executive Secretary of ECLAC on issues of particular relevance to the Caribbean subregion.

Chapter III MEMBERSHIP

Article 5

The membership of the CDCC comprises the countries within the sphere of action of the ECLAC Subregional Headquarters for the Caribbean, in addition to Cuba, Haiti and the Dominican Republic as member States and associate members. Membership of the CDCC may be acquired by countries within the sphere of action of the ECLAC Subregional Headquarters for the Caribbean that become members and associate members of ECLAC, by transmission to the secretariat of a written indication of interest.

Chapter IV STRUCTURE

Article 6

The structure of the CDCC shall comprise the following:

1. The Session of Ministers;
2. The Monitoring Committee;
3. Such other subsidiary organs as may be established by the Session of Ministers.