

IUCN
WORLD CONSERVATION CONGRESS
5–14 October 2008, Barcelona, Spain

Terms of Reference for Congress Committees

Action Requested: The World Conservation Congress is asked to APPROVE the Terms of Reference and membership of the Congress Committees proposed by the Council.

Background

In accordance with the Rules of Procedure of the World Conservation Congress, Committees shall be appointed to assist the Congress in the conduct of its business.

Terms of Reference for the following Congress Committees have been prepared by the Council for consideration and approval by the Congress and are annexed hereto:

- Credentials Committee
- Resolutions Committee
- Finance and Audit Committee
- Programme Committee
- Congress Steering Committee

Proposals for membership of the Congress Committees will be tabled by the President at the opening of the Congress.

Credentials Committee Draft Terms of Reference

The Credentials Committee shall be appointed by the Congress on the proposal of the President, in accordance with Rule 21 of the Rules of Procedure of the World Conservation Congress.

The Terms of Reference of the Committee shall be:

- to supervise the accreditation process of members' delegations in accordance with Rule 21 of the Rules of Procedure of the World Conservation Congress;
- to certify to the Congress the delegates in good standing who are able to exercise their rights;
- to indicate the total number of votes to be exercised by each category of voting members present at the World Conservation Congress, in accordance with Article 34 of the Statutes, Part V – The World Conservation Congress;
- to receive from the Director General a statement of names of those members who are not in good standing and whose rights in connection with elections, voting and motions are *ipso facto* suspended under Article 13 a) of the Statutes, Part III – Members;
- to implement policies and guidelines established by Council for members with outstanding dues;
- to include at least two members of the Membership Committee;
- to act as focal point for issues of the wider constituency of IUCN membership;
- to make recommendations to decide appeals;
- to perform such other functions as may be conferred by Council;
- in preparing its report, the Committee will coordinate with the Finance and Audit Committee and the Programme Committee.

Resolutions Committee of Congress Draft Terms of Reference

1. The overall responsibility of the Resolutions Committee (RC) is to ensure the smooth operation of the Resolutions and Recommendations process during the 4th IUCN World Conservation Congress. The Resolutions Committee manages the motions process at the Congress. More specifically, the RC is responsible for verifying whether motions received meet the statutory requirements, and for deciding which motions will be put to vote at the Congress and which will first be discussed in *ad hoc* contact groups.
2. The Resolutions Committee will be elected by the Congress. It shall include the members of the Resolutions Working Group appointed by the Council.
3. The Resolutions Committee is responsible for the management of motions at the Congress.

The Resolutions Committee shall:

- (a) Verify whether motions submitted at the Congress meet the statutory requirements.
- (b) Receive motions submitted during Congress within the deadline set by the Steering Committee and circulate them to delegates if they meet the statutory requirements (see Rules 53 and 54).
- (c) Receive proposed amendments to motions, and decide whether an amendment is in order (see Rule 59).
- (d) Forward through the Programme Committee any motion or part of a motion affecting the draft Programme or proposed mandate of a Commission to the sessions of the World Congress that consider the Programme and mandates of the Commissions. The sponsors of these motions shall be informed of this action.

The Resolutions Committee may:

- (e) Decide to exclude or amend a draft motion.
- (f) Refer a motion to a committee or *ad hoc* contact group of delegates for its review and advice, or decide that it be debated and voted upon directly by the World Congress.
- (g) In cases where a text has been debated in a committee or contact group, consider the resulting report before presenting the text to the Congress (see Rule 56).
- (h) Propose that amendments should be debated or voted upon together. They may propose that the text together with the proposed amendments be referred to a contact group (see Rule 62).

Finance and Audit Committee Draft Terms of Reference

The Finance and Audit Committee shall be appointed by the Congress on the proposal of the President, in accordance with Rule 13 of the Rules of Procedure of the World Conservation Congress.

The Terms of Reference of the Committee shall be:

- (a) to examine the audited annual accounts and management letters issued by the external auditors for the years 2004, 2005, 2006 and 2007, together with the cover paper on the Finances of IUCN for the period 2004 to 2007, and the estimates for 2008, prepared jointly by the Treasurer and the Director General (Congress Papers CGR/2008/18 and 16, respectively);
- (b) to examine the Financial Plan for the period 2009–2012 (Congress Paper CGR/2008/17) and any matters related to membership dues (Annex 1 to Congress Paper CGR/2008/8);
- (c) to consider the reports of the Council and of its Finance and Audit Committee;
- (d) to evaluate the recommendation made by the Council regarding the appointment of the external auditors (Congress Paper CGR/2008/19);
- (e) to consider any other matters of finance or financial and operational procedures referred to the Committee by the plenary session or by the Steering Committee;
- (f) to advise the Congress on the outcome of these considerations, and to propose action as appropriate;
- (g) to comment on the implications of the resolutions submitted to Congress for decision in relation to the Financial Plan approved by Council;
- (h) in preparing its report, the Committee will coordinate with the Programme Committee and the Credentials Committee.

Programme Committee of Congress Draft Terms of Reference

The Programme Committee shall be appointed by the Congress on the proposal of the President, in accordance with Rule 13 of the Rules of Procedure of the World Conservation Congress.

Under the Rules of Procedure of the World Conservation Congress, the Programme Committee shall:

- (a) assist the Resolutions Committee of Congress with the implementation of Rule 51 of the Rules of Procedure, which states that:

“Discussion of the draft Programme or proposed mandate of a Commission shall take into consideration any motion or part of a motion affecting these documents, and all such motions shall be dealt with as proposed amendments to the Programme or mandate. All such motions shall be remitted by the Resolutions Working Group or the Resolutions Committee to the session of the World Congress that considers the Programme and mandates of the Commissions. The sponsors of these motions shall be advised of this action.”
- (b) assist Congress by taking note of comments from the Membership on the Programme of the Union, as expressed in discussion of the Director General’s Report on the Activities of the Union since the 3rd Session of the World Conservation Congress (Congress Paper CGR/2008/8); the Reports of Chairs of Commissions and the Review of Commissions (Congress Papers CGR/2008/9 and 7, respectively);
- (c) consult with members or groups of members who wish to discuss programmatic matters that they have been unable to address in Plenary;
- (d) advise the Congress on ways in which the procedures for formulating and implementing the Programme of the Union, or the activities to be undertaken by particular Commissions or Secretariat groups, or in particular regions, should be adjusted;
- (e) if necessary, propose specific adjustments to the draft Programme for 2009–2012 or the mandates of any Commission by way of adopted minutes;
- (f) if necessary, prepare recommendations through minutes of the Committee for adoption by the Congress;
- (g) in preparing its report, the Committee will coordinate with the Congress Resolutions Committee and the Finance and Audit Committee.

Congress Steering Committee Draft Terms of Reference

1. The Steering Committee of the World Conservation Congress shall be appointed by the Congress on the proposal of the President, in accordance with Rule 13 of the Rules of Procedure of the World Conservation Congress.
2. The Steering Committee shall comprise the members of the Preparatory Committee appointed by the Council to make preparations for the World Congress together with the President, the Vice Presidents and the Director General and shall be charged with the general duty of forwarding the business of the World Congress.
3. All matters concerning the organization of the World Congress shall be referred to the Steering Committee.
4. Specific duties of the Steering Committee are as detailed in the Rules of Procedure of the Congress (Rules 37, 44, 47, 52, 65 and 86).
5. The Steering Committee shall meet as necessary during Congress and invite concerned individuals as appropriate to join its meetings.