



Rules of Procedure of United Nations Sectoral Meetings

Version adopted by the World Sectoral Meeting the 7th of April 2018

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I. Definitions

- a. UN sector: AIIC members, candidates, and pre-candidates as well as non-members working in the United Nations sector.
- b. Sectoral activities are governed by these Rules of Procedure, interpreted, and applied in accordance with the Statutes and other AIIC texts.

II. Meetings

1. Powers

A. Sectoral meetings have the following powers:

- a. decide upon all matters affecting the Sector, including, but not limited to, the outcome of negotiations and on the application of the Agreements with the United Nations System Organisations;
- b. subject to the approval of the Executive Committee:
 - o elect by secret ballot a Negotiating Delegation, giving due consideration to the proposals of Sub-Sectoral meetings;
 - o adopt the negotiating mandate for the renewal of the Agreement;
 - o adopt the outcome of negotiations.



B. Sub-Sectoral Meetings have the following powers:

- a. make recommendations to the Sectoral Meeting on all matters affecting the Sector;
- b. put forward candidates for the Negotiating Delegation, subject to their election by the Sectoral meeting;
- c. elect the members of the professional delegation, subject to the approval of the Executive Committee.

2. Convening Meetings

- a. Sectoral Meetings are convened by the Negotiating Delegation. They can also be convened by the Executive Secretary, upon request of the President, or of the Executive Committee or the Assembly.
- b. Sub-Sectoral meetings are convened by the local Professional Delegation or by the Negotiating Delegation.
- c. Notification of the meeting, together with the draft agenda and any other relevant background document, shall be sent to the members of the sector (as defined in article I a. above) with sufficient prior notice depending on the chosen distribution method. For Sectoral Meetings, the meeting shall be convened with four to six weeks' notice.

3. Sessions

- a. Sectoral meetings are convened when the need arises, and shall be convened before starting negotiations for a new Agreement, as well as before a draft Agreement is submitted to the Executive Committee.
- b. Sub-Sectoral meetings are convened by the respective Professional Delegation or the Negotiating Delegation when the need arises, but shall be convened before Sectoral meetings.
- c. Sub-Sectoral meetings can elect a Professional Delegation to any local Organisation of the Sector on their own initiative or upon proposal of the Negotiating Delegation.

4. Procedure

A. Sectoral Meetings



- a. The Meeting appoints a chair and a rapporteur.
- b. The Sectoral Meeting deliberates with a quorum of at least 100 members, candidates, and precandidates present or duly represented.
- c. Decisions are adopted by a majority of votes cast, unless otherwise stated in this text.
- d. A report shall be made available to the participants of the Meeting, to the members that signed up to the sectoral mailing list, and to the Secretariat for the Executive Committee. The report shall contain the record of decisions adopted, a list of persons, present and represented, and the resolutions adopted by the Meeting.
- e. Any procedural matter not mentioned above will be settled by the Chair of the Meeting in accordance with the Statutes and the Rules of Procedure of the Assembly.

B. Sub-Sectoral Meetings

- a. The Meeting appoints a chair and a rapporteur.
- b. The Sub-Sectoral Meeting deliberates irrespective of the number of members present and represented.
- c. A report shall be made available to the participants of the Meeting and to the members that signed up to the Sub-Sectoral mailing list. The report shall contain the record of decisions adopted and a list of persons, present and represented.
- d. Any procedural matter not mentioned above will be settled by the Chair of the Meeting in accordance with the Statutes and the Rules of Procedure of the AIIC Assembly.

5. Participation and Voting rules

- a. Only members, candidates, and pre-candidates of AIIC have the right to cast a vote. Non-members of AIIC have the right to speak.
- b. Only members, candidates, and pre-candidates of AIIC can hold proxies. The maximum number of proxies that can be held by one person is 9, rising to 24 for those with their professional domicile on a continent other than the one where the Meeting takes place. Proxies shall be granted in writing and are nominative.



III. Negotiating Delegation

1. Composition

- a. The Negotiating Delegation is elected by the Sectoral Meeting from amongst the members of the Association, preferably representing various Sub-Sectors.
- b. The composition of the Negotiating Delegation and any changes thereto shall be communicated to the Executive Committee for its approval. The Executive Committee can appoint full members or advisors to the Delegation in addition to those elected by the Sector, chosen from those members of AIIC not elected by the Sector.
- c. The Executive Secretary informs all parties to the Agreement of the composition of the Negotiating Delegation.
- d. The Negotiating Delegation is considered to have resigned upon conclusion of an Agreement.
- e. After concluding negotiations, the mandate of a Negotiating Delegation is extended until a new Delegation is elected by the Sectoral Meeting and approved by the Executive Committee, unless the Executive Committee decides otherwise.
- f. When a Negotiating Delegation resigns it shall convene a Sectoral Meeting to elect a new delegation. The former Delegation retains its role until the Executive Committee approves the new Negotiating Delegation. In the interim, it continues to manage its workload in coordination with the newly elected Delegation. In case of any gap or shortfall, the Executive Committee shall take any necessary measures.

2. Powers

- a. The Negotiating Delegation convenes Sectoral or Sub-Sectoral Meetings, and prepares the agenda and the relevant documents sufficiently in advance for Sub-Sectors to consult on them.
- b. The Negotiating Delegation negotiates the Agreements.
- c. The Negotiating Delegation is responsible for the follow-up on application of the Agreement, including formal consultations, interpretation, revision, dispute procedure etc. in accordance with the terms of the Agreement.



- d. The Negotiating Delegation can delegate the follow-up of the Agreement and the settlement of practical application issues other than those specified in para c. above to a Professional Delegation to a single organisation or to a specific geographical area. In the absence of a Professional Delegation, the Negotiating Delegation will fulfill these duties.
- e. The Negotiating Delegation is responsible for communication with the secretariat of the United Nations System Organisations and with the members of the Sector.
- f. The Negotiating Delegation reports regularly to the Executive Committee.
- g. The Negotiating Delegation reports to the Sector at least once a year.
- h. The Negotiating Delegation elects its Coordinator/Spokesperson.
- i. The Negotiating Delegation takes its decisions by a majority of its members; event of a tie the Coordinator shall have a casting vote.
- j. The Negotiating Delegation appoints a member to represent it at the Standing Committee of the Agreement Sectors (SCAS).

IV. Professional Delegations

1. Composition

- a. Professional Delegations are made up of at least two members of the corresponding Sub-Sector who work regularly for a given organisation or in a given geographical area.
- b. As a general rule, they should be Members of the Association.
- c. Members of Professional Delegations can be staff members of a United Nations System Organisation; they do not need to have their domicile in the headquarters city in which they should operate.
- d. Wherever possible, one member of the Negotiating Delegation is member of a Professional Delegation.
- e. Under no circumstances may members of the Association be in the minority in a Professional Delegation.



- f. Professional Delegations are elected at a Sub-Sectoral Meeting; their composition shall be communicated to the Negotiating Delegation.
- g. The Negotiating Delegation shall submit the composition of the Professional Delegation to the Executive Committee for its approval. The Executive Secretary shall inform the organisation(s) concerned.
- h. Unless otherwise decided by the Executive Committee, the mandate of a Professional Delegation continues until the composition of a new Delegation is approved by the Executive Committee, in accordance with para f. above.
- i. Upon resigning, a Professional Delegation shall convene a Sub-Sectoral Meeting to elect a new Delegation. It retains its role until the composition of a new Delegation is approved by the Executive Committee. In the interim, it shall continue to manage its workload in coordination with the newly elected Delegation. In the case of any lack or shortfall, the Negotiating Delegation shall replace the Professional Delegation.

2. Powers

- a. Professional Delegations convene Sub-Sectoral Meetings, and prepare the agenda and relevant documents.
- b. Professional Delegations are responsible for follow-up to an Agreement and for the settlement of practical application issues, other than those specified in article III 2 c. above, either at a given Organisation or in a given geographical location.
- c. Professional Delegations liaise between the Negotiating Delegation and the interpreters working in their Sub-Sector; they are also responsible for all communication with members of the Sub-Sector regarding matters that affect them.
- d. Professional Delegations report regularly to the Negotiating Delegation, at least once a year.
- e. Professional Delegations report regularly to the Sub-Sector, at least once a year.

V. AMENDMENT PROCEDURE

Proposals for amendment to these Rules of Procedure shall be adopted by the Sectoral Meeting by a two thirds majority of valid votes and enter into force subject to approval by the Executive Committee and after consultation with the SCAS, where necessary, after legal advice.



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