



(IOC/INF-1166 Rev.)

Rules of Procedure – Appendix IV

Appendix IV: Guidelines on the working methods for online sessions

I. General recommendations

- (i) The IOC Assembly, the Executive Council and their subsidiary bodies shall hold online sessions only during periods of emergency or in exceptional circumstances rendering “in-person” meetings impracticable.
- (ii) The Rules of Procedure shall apply to online sessions.
- (iii) Participation and use of online platforms accessible to all Members of the Board, representatives of the United Nations, observers of Member States and of non-Member States and observers of intergovernmental or international non-governmental organizations shall be ensured on equal terms in accordance with the Rules of Procedure, while at the same time ensuring the security of the online platforms.
- (iv) Taking into consideration the practical and technological limitations of an online session, the agenda and timetable of work shall be adopted keeping in mind the need to maximize time for quality decision-making.
- (v) Efforts should be made to consider as many items on the agenda as possible without debate.
- (vi) The online platform for an online session should be safe, secure and user friendly. All efforts shall be made by the Secretariat to ensure confidentiality of the private meetings.
- (vii) Keeping in mind the differences in time zones, efforts shall be made to facilitate the full participation of all as per the Rules of Procedure.
- (viii) Considering the technological means available to the Secretariat at the moment of the adoption of these Guidelines, secret ballots will be held in praesentia. All possible efforts will be made to ensure the participation of all Member States in secret ballots.
- (ix) As per the current practice, all possible efforts shall be made to adopt decisions on the basis of consensus in online sessions.
- (x) Since negotiation of a text during an online session could be time consuming and complicated due to technological constraints, Member States may consider convening informal meetings and negotiations as appropriate on draft decisions and amendments before the session. In order to better prepare the formal discussion in session, the Secretariat is also encouraged to organize online information meetings and open-ended informal consultations on relevant items of the agenda.
- (xi) It is of utmost importance that the Secretariat provide enough staff to be able to follow the questions and demands communicated through the appropriate tool or other functions of the online platform.

II. Guidelines on the working methods for online sessions

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| <p><i>Regulatory periodicity of governing body and major subsidiary body sessions</i></p> | <p>Rule 12</p> <p>The Executive Secretary shall ensure the convening and servicing of all sessions of the Assembly, of the Executive Council and of primary and secondary subsidiary bodies of the Commission. The Executive Secretary shall also ensure that appropriate arrangements are concluded for the convening and servicing of subsidiary bodies established or convened by the Commission jointly with other organizations. The Executive Secretary or designate shall act as the Secretary at each session of the Assembly, of the Executive Council and of subsidiary bodies of the Commission and shall participate appropriately in any body established or convened jointly.</p> | <p>The IOC Statutes and the Rules of Procedure require that one ordinary session of the Assembly be held every two years (Art. 6c) and that two ordinary sessions of the Executive Council be held between two ordinary sessions of the Assembly.</p> <p>Respecting the periodicity of governing bodies requires that these bodies, during periods of emergency or in exceptional circumstances rendering in-person meeting impracticable, organise their session online.</p> <p>The Executive Secretary shall ensure the convening and servicing of all sessions of the Assembly, of the Executive Council and of primary and secondary subsidiary bodies of the Commission. The Executive Secretary shall also ensure that appropriate arrangements are concluded for the convening and servicing of subsidiary bodies established or convened by the Commission jointly with other organizations. During periods of emergency or in exceptional circumstances rendering “in-person” meeting impracticable, the Executive Secretary, acting on the decision of the body concerned, will ensure the servicing of online sessions. The Executive Secretary or designate shall act as the Secretary at each session of the Assembly, of the Executive Council and of subsidiary bodies of the Commission and shall participate appropriately in any body established or convened jointly.</p> |
| <p><i>Consultation process on holding online sessions</i></p> | <p>Rule 37</p> <p>1. The Assembly, the Executive Council and their subsidiary bodies may hold online sessions only during periods of emergency or in exceptional circumstances rendering ‘in-person’ sessions impracticable. Online sessions shall be held in accordance with the “Guidelines on the working methods for online sessions” reproduced in Appendix IV to these Rules of Procedure.</p> | <p>The consultation by means of a circular letter of Member States by the Chairperson on the proposal to organize an online session should clearly state the emergency or exceptional circumstances rendering “in-person” session impracticable. The Chairperson may at the same time provide advanced information on the dates considered for the virtual session, the draft provisional agenda and timetable; the online meeting</p> |

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| | <p>2. At an ordinary or extraordinary session, the Assembly, the Executive Council and their subsidiary bodies may decide to hold an online session by a simple majority of members present and voting.</p> <p>3. Should the approval of the Assembly or the Executive Council or one of their subsidiary bodies to hold an online session be required while not in session, the chairperson of the body concerned, in consultation with the officers of the body concerned and in agreement with the Executive Secretary, shall consult the Member States by correspondence. The Assembly or the Executive Council or one of their subsidiary bodies shall hold an online session unless one-third of the members of the body concerned disagree to the proposal.</p> <p>Rule 38</p> <p>Following the instructions of the Executive Council or the Assembly, the Chairperson or the Executive Secretary may consult Member States of the Commission by correspondence on substantial matters prior to taking action and may establish a reasonable time limit for replies.</p> | <p>platform used; and the special arrangements notably proposed for the elections, if any.</p> <p>The Chairperson may convoke an online meeting of the Officers.</p> |
| <p>Provisional Agenda & Timetable</p> | <p>Rule 43</p> <p>The opening and closing dates of an ordinary session shall be fixed by the Executive Secretary under guidance from the Executive Council and taking into account any preference which the Assembly may have expressed previously. The opening and closing dates of an extraordinary session shall be fixed by the Executive Secretary after consultation with the Officers of the Commission.</p> <p>Rule 45</p> <p>1. The Provisional Agenda of an ordinary session of the Assembly shall be made up of items requiring a decision by the Assembly and shall include:</p> <p>(a) statement of the Chairperson on the state of IOC;</p> | <p>The application of the rules related to the agenda and the duration of a session could be ensured through the adoption of practical arrangements, such as follows:</p> <ul style="list-style-type: none"> - Given the complexity of having Member States join the meetings across different time zones, the duration of the meetings should be reduced to a maximum of three hours a day. - Submission of a simplified agenda and timetable taking into account the availability of time and the order of priority of the agenda items. - Consideration of as many agenda items as possible without debate. |

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| | <p>(b) report by the Executive Secretary on programme implementation;</p> <p>(c) report by the Executive Secretary on Programme and Budget for the next biennium;</p> <p>(d) items whose inclusion has been decided by the Assembly itself;</p> <p>(e) items proposed by any Member State of the Commission;</p> <p>(f) items proposed by the Executive Council;</p> <p>(g) items proposed by the Executive Secretary of the Commission;</p> <p>(h) items proposed by the Executive Head of any organization of the United Nations system on behalf of that organization, in particular the organizations referred to in Article 2.2 of the Statutes;</p> <p>(i) items proposed by other organizations invited to participate in the work of the Commission;</p> <p>(j) review of reports and composition of its subsidiary bodies, as covered in Rules 7, 31 and 50.</p> <p>2. The provisional agenda of an extraordinary session</p> <p>3. shall include only the items for whose consideration the extraordinary session was convened.</p> <p>4. The Provisional Agenda of a session of the Assembly shall be prepared by the Executive Secretary in accordance with decisions of the Executive Council.</p> <p>5. The Provisional Agenda of a session shall be circulated at the same time as the notice of the date and place of session.</p> | <p>- Possibility of deferring certain items for decision through a correspondence process or at a future face-to-face meeting.</p> |

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| Languages | <p>Rule 16</p> <p>1. The official languages of the Commission shall be English, French, Russian and Spanish.</p> <p>[...]</p> <p>1. Interpretation needed for conducting meetings of subsidiary bodies shall be provided in the appropriate working languages according to the needs of the representatives of Member States of the Commission or of the individual expert members participating at such meetings.</p> | <p>The online meeting platform shall ensure interpretation in the official languages of the Commission, the organisation of break-out groups and sessional committees and must ensure that the debate are open unless decided otherwise.</p> |
| Sessional Committees, side meetings | <p>Rule 49</p> <p>1. During the course of a session, the Assembly shall establish such committees and such other subsidiary bodies as may be required for the transaction of its business.</p> <p>2. The Committees of the Assembly shall include a Nominations Committee, a Resolutions Committee, upon the proposal of the Executive Council pursuant to Rule 53.2, and a Financial Committee.</p> <p>3. A Financial Committee shall be established by the Assembly and be open to all Member States of the Commission.</p> | <p>The full application of these Rules may be ensured by holding all sessional committees and working group meetings in the format of separate online events. The Secretariat shall avoid the overlapping of meetings.</p> <p>The technological means would allow the holding of private meetings during an online session.</p> |
| Publicity of debate | <p>Rule 24</p> <p>Meetings of the Assembly or the Executive Council shall be open unless the Assembly or the Executive Council decides otherwise.</p> | <p>The application of this rule is ensured by the setting up of a webcast allowing the public to view the meeting without interaction with it.</p> |
| Members present and voting | <p>Rule 26</p> <p>For the purpose of these Rules, the phrase “members present and voting” means members casting an affirmative or negative vote. Members who abstain from voting are considered as not</p> | <p>The “members present” shall refer to the Member States actually attending in the online meeting and officially recorded by the Secretariat after formal notification prior to the session.</p> |

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| | voting. | |
| Identification of members | <p>Rule 39</p> <p>Each Member State of the Commission shall notify the Executive Secretary of the Commission of the names of its designated representatives, alternates and advisers for each session of the Assembly.</p> | <p>Additionally, the Secretariat should inform the Member States and the participants of the naming convention set up for the meeting to quickly identify the entity represented and role and status of each participant on the online meeting platform (Head of delegation, delegate, expert, observer organisation, observer Member States, speakers, Officers, member of the secretariat, etc.).</p> |
| Quorum | <p>Rule 18</p> <ol style="list-style-type: none"> 1. A simple majority of the Member States of the Commission shall constitute a quorum in the Assembly. 2. A simple majority of the members of the Executive Council and of subsidiary bodies shall constitute a quorum therein. | <p>The application of this rule requires the following arrangements:</p> <ul style="list-style-type: none"> - Adoption of a naming convention for participants according to their officially designated role during the session (Head of delegation, delegate, expert, observer organisation, observer Member States, speakers, Officers, member of the secretariat, etc.) - Access by all participants to the meeting's virtual room approximately 15 minutes before the scheduled start time. - Authentication by the Secretariat of the identity of the participants before giving access to the meeting. - After checking the presence of the members present on the platform, the Chairperson shall announce whether the quorum has been established. |
| List of speakers | <p>Rule 20</p> <p>The Chairperson shall call upon speakers in the order in which they have expressed the desire to speak.</p> | <p>The application of this Rule is ensured through the adoption of practical arrangements, such as follows:</p> <ul style="list-style-type: none"> - Request for the floor by participants by clicking on the appropriate icon on the meeting platform. - The Chairperson has access to the list of participants where the "shows of hand", requests to speak, appear in the order of requests (List of speakers). The naming convention of participants allows the chairperson to call upon speakers in the order of precedence appropriate to the body concerned. |

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| | | <ul style="list-style-type: none"> - Showing an updated list of participants ensure that delegations know when it is their turn to speak. - The Secretariat will ensure that all participants receive good practice instructions during online meetings according to the meeting platform used regarding the request for the floor, audio and video settings etc. |
| Point of order | Rule 19 1. The Chairperson shall declare the opening and closing of each session, direct the discussions, ensure observance of these Rules of Procedure, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to these Rules, shall control the proceedings and the maintenance of order. [...] | The application of this Rule as regards the maintenance of order by the Chairperson is ensured through the adoption of practical arrangements, such as follows: <ul style="list-style-type: none"> - Using appropriate tools on the meeting platform to allow participants to formally raise procedural motions and points of order. - Ensuring that the Secretariat shall immediately draw the attention of the Chairperson to the fact that such a motion and point of order has been raised. |
| | Rule 21 During the discussion on any matter, a Member State of the Commission participating in the Assembly, or a member of the Executive Council, or subsidiary body, as the case may be, may at any time raise a point of order, and the point of order shall be forthwith decided by the Chairperson. Any such member may appeal against the ruling of the Chairperson which can only be overruled by a majority of the members present and voting. Such member may not, in raising a point of order, speak on the substance of the matter under discussion. | |
| Voting by secret ballot | Rule 2 [...] 4. The five Vice-Chairpersons shall be nationals of Member States of different electoral groups (listed in Appendix II to these Rules of Procedure) and shall be | Considering the technological means available to the Secretariat at the moment of the adoption of these Guidelines, secret ballots will be held in praesentia. All possible efforts will be made to ensure the participation of all Member States in secret ballots.. |

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| | elected in a single ballot following the procedure set forth in Appendix I to these Rules of Procedure. | |
| Voting by show of hand or roll call | <p>Rule 25</p> <ol style="list-style-type: none"> 1. Unless otherwise provided in these Rules of Procedure, or unless the Assembly or the Executive Council shall decide that a two-thirds majority of the members present and voting is required on a particular matter, decisions shall be made by a simple majority of the members present and voting. 2. Decisions whether a particular matter, not specified in these Rules of Procedure, shall require a two-thirds majority of the members present and voting at the Assembly or the Executive Council, shall be made by a simple majority of the members present and voting. <hr/> <p>Rule 27</p> <p>Voting shall normally be by show of hands, except that any member may request a roll call. The vote and abstention of each member participating in a roll call shall be inserted in the record.</p> | <p>If consensus, which is desirable, is not reached, the application of the Rules on a vote by show of hands and roll call is possible as long as the security of the online platform and authentication and identification of participants are in place.</p> <p>The Chairperson may use the “show of hand” tool of the online platform to organise a silent vote and check with the assistance of the secretariat whether the simple or the two-thirds majority of the members present and voting is reached.</p> <p>The members, represented by the Head of delegation, who have raised hands are considered as the members present and voting.</p> |