



Institut Africain de
Développement Economique
et de Planification



Réunion du conseil d'administration de l'IDEP

Rules of Procedure

IDEP/CA60/2025/2

DRAFT RULES OF PROCEDURE FOR THE GOVERNING COUNCIL OF THE UNITED NATIONS AFRICAN INSTITUTE FOR ECONOMIC DEVELOPMENT AND PLANNING (IDEP)

MEMBERSHIP AND ATTENDANCE

Rule 1

The Governing Council (hereinafter referred to as the “Council”) shall, in accordance with Article IV of the Statute of the United Nations African Institute for Economic Development and Planning (hereinafter referred to as the “IDEP”), consist of and be attended by the persons (hereinafter referred to as the “members”) duly designated by the ten nominated member States, Senegal (host country), and the African Union to serve on the Council, in addition to the Chairperson and Secretary to the Council.

Rule 2

Each member State shall officially designate two individuals, one primary and one alternate, to serve on the Council in accordance with Article IV (4) of the Statute and inform the Director of the Institute, in his/her capacity as the Secretary to the Council, in writing of the names of the members. The Secretary shall similarly be informed, in writing, of any changes to the designations.

Rule 3

The primary member shall endeavor to attend all ordinary and special sessions of the Council. The alternate member may only attend Council sessions when the primary member is unable to attend and has officially written to the Chairperson of the Council through the Secretary to inform them of that he/she will be represented by the alternate. An alternate member attending a meeting shall have full participation and voting rights.

Rule 4

Decisions taken at Council meetings where some primary members are represented by their alternates shall be binding and shall not be taken under review by the represented primary members.

Rule 5

Participation of a nominated member state at Council sessions shall be limited to the designated members (primary or alternate) for their full term(s), subject to Rule 2 above.

Rule 6

Should members of the Council representing a member State miss two (2) consecutive sessions of the Council without giving due notice, the following actions shall be taken in sequence:

- i. The Secretary to the Council shall promptly contact the respective members to seek explanations for the absences and remind the members of their responsibilities to the Council;
- ii. Should the members miss the third (3rd) session without notice, the Chairperson, with the approval of the Council through a vote, shall officially inform the member State of the members' conduct and request the member State to replace the designates;
- iii. Should the member State not replace the designates, the Chairperson, with the approval of the Council through a vote, shall officially propose to the Conference of Ministers of Finance, Economy and Planning to consider replacing the member State.

ORDINARY AND EXTRAORDINARY/SPECIAL SESSIONS

Rule 7

The Council shall hold one ordinary session a year within the first two weeks of December each year. Each session shall determine the exact date and place of the next session.

Notices convening the Council shall be sent by the Chairperson of the Council six weeks before the commencement of a regular session to the members of the Council.

Documents for the session shall be dispatched by the Secretary not less than seven (7) working days before the commencement of a regular session of the Council. They shall also be made available to the members in electronic form in the working languages of the Council on a secure online platform of the Organization.

Documents for the session shall conform to the functions of the Council and contain the information required by Rule 12 as well as clear recommendations for Council's action.

Rule 8

Extra-ordinary or Special sessions to deal with matters of an urgent nature shall be held at the decision of either the Chairperson of the Council or when formally requested by at least 50% of the Council membership. In this case, the Council shall be convened within forty-five days following the receipt of the request and the session shall be held at headquarters (Dakar, Senegal) unless the Secretary, in consultation with the Chairperson, determines otherwise.

Rule 9

The Council may decide at any session to adjourn temporarily and resume the session at a later time and/or date.

AGENDA

Rule 10

The draft provisional agenda for a regular session shall be drawn up by the Secretary in consultation with the Chairperson of the Council and communicated, together with any necessary documentation, to the members of the Council at least four weeks before the opening of the session.

Rule 11

Any proposal for the inclusion on the agenda of any item shall reach the Secretary not later than 2 weeks after circulation of the draft provisional agenda.

The provisional agenda of each session shall be finalised by the Secretary in consultation with the Chairperson, based on the draft provisional agenda and any proposals received under the first paragraph of this Rule.

Where the Secretary and the Chairperson find it necessary to recommend the deferral or exclusion of proposals received under the first paragraph of this Rule, the provisional agenda shall provide an explanation for such recommendation.

An annotated provisional agenda, together with any recommendations referred to in the second paragraph of this Rule shall be dispatched to the members seven days before the opening of a session.

Rule 12

The provisional agenda of an ordinary session shall include the following items as the case may be:

- a) Adoption of the agenda
- b) Adoption of the minutes of the previous session of the Council
- c) Matters arising from the previous session of the Council
- d) Presentation and discussion of the report of the Director, providing progress on:
 - Training and research
 - Financial performance
 - Other initiatives
- e) Presentation of the Audited Annual Financial Statements for the previous year
- f) Presentation of the Strategic Plan (at one session in the last year of a strategic plan)
- g) Presentation of the annual programme workplan and budget
- h) Any other business

Rule 13

The Council shall adopt its agenda at the opening of each session based on the provisional agenda, together with any supplement thereto. In adopting its agenda, the Council may decide to add to, delete from, or amend, the provisional agenda and any supplement thereto.

Rule 14

The provisional agenda for a special session shall be drawn up by the Secretary in consultation with the Chairperson of the Board. It shall be communicated, together with the necessary documentation, to the members of the Board at least seven days before the opening of the session.

Rule 15

The agenda of an extraordinary or special session shall be limited to the questions having necessitated that session.

Rule 16

The Council shall not proceed, unless it determines otherwise, to the discussion of any item on the agenda until at least forty-eight hours have elapsed after the relevant documents have been made available to the members.

THE CHAIRPERSON OF THE COUNCIL

Rule 17

The Chair of the Council is the Executive Secretary of the United Nations Economic Commission for Africa (ECA), or any person assigned by the Secretary General of the United Nations to act in the capacity of Executive Secretary for the ECA, in accordance with Article IV 2(a) of the Statute of the Council.

Rule 18

The Chairperson is expected to chair all sessions of the Council. Should circumstances render the Chairperson unable to chair an ordinary or special session of the Council, he/she shall designate a Deputy Executive Secretary of the ECA to chair the session on his/her behalf, with full voting rights.

COMMITTEES OF THE COUNCIL

Rule 19

In addition to the standing Technical Advisory Committee, governed by Article V of the Statute, the Chairperson, in consultation with the Council, may establish such ad-hoc committees of limited membership as may be deemed necessary for the study of, and reporting on, any item on its agenda, including a Search and Selection Committee for the

recruitment of the Director of the Institute and Secretary to the Council in line with Article VII(1) of the statute.

Rule 20

Membership of standing committees established by the Council shall primarily comprise Council Members and may include non-members where the Council sees fit.

Rule 21

The composition of all committees and their respective terms of references shall be determined by the Chairperson, in consultation with the members of the Council. In determining membership of committees, due care shall be exercised to ensure respect of the principles of equitable geographical representation, relevance of expertise and gender-balance

Each committee shall elect its own Chairperson and be supported by the Secretariat as the case may be.

Rule 22

The Council shall from time to time review the need to maintain any committee established under its authority.

Rule 23

Subject to any decision of the Council, and as provided in these Rules, the procedure governing the conduct of business and voting in committees established by the Council shall conform as far as practicable to the Rules relating to the conduct of business and voting in plenary sessions of the Council.

In the case of committees of limited membership, a majority of the members shall constitute a quorum.

SECRETARIAT

Rule 24

In line with Article IV 2(e) of the statute, the Director of IDEP is a standing member and ex-officio Secretary to the Council and of any Committee thereof. In his/her absence or in the event of a vacancy in the Director position, the staff member officially designated as Officer-in-Charge of the Institute shall assume the role of Secretary in a temporary capacity as long as this has been officially brought to the attention of the members of the Council in advance.

Rule 25

The Secretary shall report to the Council on the technical, administrative and financial performance of IDEP, and any other agenda items submitted to the Council as the case may be.

Rule 26

The Secretary or a member of the Secretariat designated by him/her may at any time make either oral or written presentations / statements concerning any question under consideration.

Rule 27

The Secretariat shall prepare summary minutes/reports of the sessions in the working languages of the Council (see Rule 25) containing all resolutions, recommendations and other formal decisions taken by the Council for information, endorsement, or and approval as necessary. These minutes shall be distributed to the members one (1) month after the close of the sessions to which they relate. Members shall inform the Secretariat in writing of any corrections they wish to make, within two weeks from the receipt of the minutes.

LANGUAGE

Rule 28

English and French shall be the official and working languages of the Council.

Rule 29

Interpretation between these two languages shall be available at all sessions of the Council or its Committees.

Rule 30

All resolutions, recommendations and other formal decisions of the Council shall be made available in the working languages.

CONDUCT OF BUSINESS

Rule 31

50% plus one (1) members of the Council shall constitute a quorum.

Rule 32

In addition to exercising the powers conferred upon him/her elsewhere by these Rules, the Chairperson shall declare the opening and closing of each session of the Council, direct the

discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote when necessary and announce decisions. The Chairperson, subject to these Rules, shall have control of the proceedings of the Council and over the maintenance of order at its sessions. He / She shall rule on points of order and shall have, in particular, the power to propose adjournment or closure of the debate or adjournment or suspension of a session.

Debates shall be confined to the questions before the Council, and the Chairperson may call a speaker to order if his remarks are not relevant to the subject under discussion.

Rule 33

During the discussion of any matter, a member may at any time raise a point of order and the point of order shall be immediately decided by the Chairperson in accordance with the Rules of Procedure.

A member may appeal against the ruling of the Chairperson in which case the appeal shall be immediately put to the vote, without discussion, and the ruling of the Chairperson shall stand unless overruled by a majority of the members present and voting.

A member raising a point of order may not speak on the substance of the matter under discussion.

Rule 34

During the discussion of any matter, a member may move for the adjournment of the debate on the item under discussion. The chairperson shall open a brief discussion on the motion. Should a consensus not be reached in the discussion, the motion shall be immediately put to a vote.

Rule 35

The Council may limit the time allowed to each speaker granted such privilege by the Chairperson, and the number of times each member may speak on any question, except on procedural questions, when the Chairperson shall limit each intervention to a maximum of five minutes. When a debate is limited, and a member has spoken their allotted time, the Chairperson shall call them to order without delay.

Rule 36

During the course of a debate the Chairperson may announce the list of speakers and, with the consent of the Council, declare the list closed. The Chairperson may, however, accord the right of reply to any member if, in his / her opinion, a speech delivered after the list closed makes this desirable. When the debate of an item is concluded because there are no other speakers, the Chairperson shall declare the debate closed. Such closure shall have the same effect as closure by the consent of the Council.

Rule 37

A member may at any time move for the closure of the debate whether or not any other member has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to a vote.

Rule 38

During the discussion of any matter, a member may move the suspension or the adjournment of the session. No discussion on such motions shall be permitted, and they shall be immediately put to a vote.

Rule 39

Subject to Rule 32, the following motions shall have precedence in the following order over all other proposals or motions before the session:

- (a) To suspend the session;
- (b) To adjourn the session;
- (c) To adjourn the debate on the item under discussion;
- (d) To close the debate on the item under discussion

Rule 40

Draft resolutions, and substantive amendments or motions, shall, as far as possible, be introduced in writing and handed to the Secretary, who shall circulate copies to the members twenty-four hours before they are discussed and voted upon, unless the Council decides otherwise.

Rule 41

Subject to Rule 40, any motion calling for a decision on the competence of the Council to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

Rule 42

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended, or if amended, that the proposer of the amendment agrees to the withdrawal.

Rule 43

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Council, by a two-thirds majority of the members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

Rule 44

Decisions of the Council shall normally be reached by consensus of its members. Any member may, however, request that for a vote to take place.

Rule 45

The Chairperson may at any time require any proposal, motion, resolution, or amendment to be seconded.

VOTING

Rule 46

Each member of the Council shall have one vote. For these Rules, the phrase “members present and voting” means members casting a valid affirmative or negative vote. Members abstaining from voting shall be considered as not voting.

Rule 47

The Council shall vote by show of hands.

Rule 48

Decisions by the Council on important questions shall be made by a two-thirds majority of the members present and voting. These questions shall include recommendations on:

- (i) amendments to the Statute,
- (ii) the biennial workplan and budget,
- (iii) the audited annual financial statements
- (iv) the renewal / revocation of Council membership
- (v) decisions to suspend or amend these Rules of Procedure.

Except as otherwise provided by the Statute of the IDEP, the decisions of the Council on other questions, including the determination of additional questions to be decided by a two-thirds majority, shall be made by most of the members present and voting.

Rule 49

After the voting has commenced, no member shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. Brief statements by members consisting solely of explanations of their votes may be permitted by the Chairperson, if he / she deems it necessary, before the voting has commenced or after the voting has been completed.

Rule 50

If the Council is equally divided when a vote is taken on a question, a second vote shall be taken either at the session or at the next session as shall be decided by the Council. If the Council is then again equally divided, the Chairperson shall decide on the matter.

SUSPENSION AND AMENDMENT OF RULES OF PROCEDURE

Rule 51

Subject to the provisions of the Statute, any of these Rules may be suspended by the Council in accordance with Rule 48, provided that at least forty-eight hours' notice of the proposal for such suspension has been given to the Chairperson who must in turn communicate the proposal to the members twenty-four hours before the session at which the proposal is to be submitted. If, however, on the advice of the Chairperson the Council is unanimously in favour of such a proposal, it may adopt it immediately and without notice. Any such suspension shall be limited to a specific purpose and to a period required to achieve that purpose.

Rule 52

Subject to the provisions of the Statute, the Council may amend or supplement these Rules.

GENERAL PROVISIONS

Rule 53

The Council may direct itself under the guidance of the Chairperson in the conduct of business appropriate to particular circumstances for which a provision does not exist in these Rules.