

**RULES OF PROCEDURE
OF THE
UNITED NATIONS ENVIRONMENT
ASSEMBLY OF THE UNITED NATIONS
ENVIRONMENT PROGRAMME**

*(embodying amendments and additions adopted by the Environment Assembly
and previously the Governing Council up to May 2016)*

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Introduction

1. The General Assembly, by [resolution 2997 \(XXVII\) of 15 December 1972](#), established the Governing Council of the United Nations Environment Programme.
2. The [Governing Council adopted its rules of procedure](#) by [decision 19 \(II\) of 11 March 1974](#), which were subsequently amended by [decision 9/1 of 26 May 1981](#) to include Arabic as one of the official and working languages of the Governing Council.
3. The Governing Council further amended its rules of procedure, by [decision 14/4 of 18 June 1987](#), to hold a regular session of the Governing Council every two years instead of once a year.
4. The General Assembly, by [resolution 67/213 of 21 December 2012](#), decided to establish universal membership in the Governing Council of the United Nations Environment Programme. The Governing Council, at its twenty-seventh session constituting the first universal session adopted its new rules of procedure by [decision 27/1 of 22 February 2013](#).
5. The General Assembly, by [resolution 67/251 of 13 March 2013](#), decided to change the designation of the “Governing Council of the United Nations Environment Programme” to the “United Nations Environment Assembly of the United Nations Environment Programme”. Consequently, the designation “Governing Council” was replaced by “United Nations Environment Assembly” throughout the text of the rules of procedure.
6. The United Nations Environment Assembly, by [resolution 1/2 of 27 June 2014](#), amended its rules of procedure
 - (a) To take into account the dates of meetings of other relevant bodies, including the High-level Political Forum on Sustainable Development, when setting the date for a regular session of the United Nations Environment Assembly (rule 2);
 - (b) To rename “Chairman” of subsidiary organs of the United Nations Environment Assembly as “Chairpersons” and to replace “international non-governmental organizations” with “non-governmental organizations and other relevant stakeholders” in the context of the Executive Director’s communication on the date of the first meeting of each session (rule 7);
 - (c) To change the title of section IV from “Officers” to the “United Nations Environment Assembly Bureau”;
 - (d) To increase the number of Vice-Presidents from three to eight, while ensuring that each of the five regions is represented by two members in the Bureau (rule 18);
 - (e) To add a new rule on “Replacement of a Bureau member,” which reads:
 1. During the session of the United Nations Environment Assembly, if a Bureau member, except the President, is unable to permanently carry out any of her or his functions, the Assembly may elect an alternate upon appointment by a member State or by the regional group to which that member belongs.
 2. During the intersessional period, if a Bureau member resigns or is unable to exercise functions, the member State or the regional group to which that member belongs shall nominate a replacement for the remainder of the term. The Executive Director shall immediately upon receipt of the nomination inform all members of the United Nations Environment Assembly of the nomination in writing. If within one month no objections are received in writing, the nominee is elected. If a member State objects, the nominee is elected if a majority of member States responding support the nominee.
 - (f) To have copies of proposals and amendments circulated to the members in all the official languages of the United Nations Environment Assembly (rule 43);
 - (g) To change the title of section VIII from “Sessional Committees, Working Parties and Subsidiary Organs of the United Nations Environment Assembly” to “Sessional or Intersessional Committees, Working Parties and Subsidiary Organs of the United Nations Environment Assembly”;
 - (h) To establish intersessional committees in addition to sessional committees, working parties and subsidiary organs as may be necessary (rule 59);
 - (i) To include “declarations” to the list of documents adopted by the United Nations Environment Assembly and its subsidiary organs that shall be made available in the languages of the United Nations Environment Assembly and distributed (rule 64);

(j) To add that the public meetings of the United Nations Environment Assembly, its sessions committees and working parties and subsidiary organs shall be broadcast to the wider public through electronic means (rule 66).

(k) To add a new paragraph in rule 68, which reads:

A regional economic integration organization may participate in the deliberations of the United Nations Environment Assembly with the same modalities as those applicable to its participation in the sessions and the work of the General Assembly.

7. The United Nations Environment Assembly, by [resolution 2/1 of 27 May 2016](#), further amended its rules of procedure to elect its Bureau members at the final meeting of a regular session (rule 18), with their terms of office commencing at the closure of the session at which they are elected until the closure of the next regular session (rule 20).

8. The present edition of the rules of procedure embodies amendments and additions adopted by the United Nations Environment Assembly and previously the Governing Council of the United Nations Environment Programme up to May 2016.

ADVANCE

RULES OF PROCEDURE OF THE UNITED NATIONS ENVIRONMENT ASSEMBLY OF THE UNITED NATIONS ENVIRONMENT PROGRAMME

I. SESSIONS

Regular sessions

Rule 1

The United Nations Environment Assembly shall normally hold one regular session every two years.

Date of opening of regular sessions

Rule 2

1. Each regular session of the United Nations Environment Assembly shall be held, subject to the provisions of rule 3, at a date fixed by the United Nations Environment Assembly at its previous session in such a way, if practicable, as to enable the Economic and Social Council and the General Assembly to consider the report of the United Nations Environment Assembly in the same year.

2. When the date for the session of the United Nations Environment Assembly in a given year is being set, the dates of meetings of other relevant bodies, including the High-level Political Forum on Sustainable Development, should be taken into account.

Rule 3

Five members of the United Nations Environment Assembly or the Executive Director of the United Nations Environment Programme may request an alteration of the date of a regular session. In either case, the Executive Director shall forthwith communicate the request to the other members of the United Nations Environment Assembly, together with appropriate observations, including financial implications, if any. If within twenty-one days of the inquiry a majority of the members of the United Nations Environment Assembly explicitly concurs in the request, the Executive Director shall convene the United Nations Environment Assembly accordingly.

Place of regular sessions

Rule 4

Regular sessions shall be held at the headquarters of the United Nations Environment Programme, unless otherwise decided by the United Nations Environment Assembly at a previous session.

Special sessions

Rule 5

1. Special sessions shall be held pursuant to a decision taken by the United Nations Environment Assembly at a regular session, or at the request of:
 - (a) A majority of the members of the United Nations Environment Assembly;
 - (b) The General Assembly;
 - (c) The Economic and Social Council.
2. Special sessions may also be requested by:
 - (a) Five States Members of the United Nations or members of the specialized agencies or of the International Atomic Energy Agency, whether or not they are members of the United Nations Environment Assembly;
 - (b) The President of the United Nations Environment Assembly with the concurrence of the other members of the Bureau of the United Nations Environment Assembly and in consultation with the Executive Director.
3. In such cases, the Executive Director shall immediately inform all members of the United Nations Environment Assembly of the request, as well as of the approximate costs and relevant administrative considerations, and shall inquire whether they concur in it. If within twenty-one days of the inquiry a majority of the members of the United Nations Environment Assembly explicitly concurs in the request, the Executive Director shall convene a special session of the United Nations Environment Assembly.

Date of opening of special sessions

Rule 6

Special sessions of the United Nations Environment Assembly shall normally be convened within forty-two days of the receipt by the Executive Director of a request for such a session, at a date and place fixed by the President of the United Nations Environment Assembly in consultation with the Secretary-General of the United Nations, taking into account such observations as may have been made in the request for a special session.

Notification of date of opening

Rule 7

The Executive Director shall communicate the date of the first meeting of each session to all States Members of the United Nations or members of the specialized agencies or of the International Atomic Energy Agency, the Chairpersons of subsidiary organs of the United Nations Environment Assembly, as appropriate, the President of the General Assembly when the Assembly is in session, the President of the Economic and Social Council, the specialized agencies, the International Atomic Energy Agency, the appropriate United Nations bodies, the intergovernmental organizations referred to in rule 69 below and the non-governmental organizations and other relevant stakeholders referred to in rule 70 below. Such notification shall be sent:

- (a) In the case of a regular session, at least forty-two days in advance;
- (b) In the case of a special session, at least fourteen days in advance of the date fixed in accordance with rule 6 above.

Adjournment of session

Rule 8

The United Nations Environment Assembly may decide at any session to adjourn temporarily and resume its meetings at a later date.

II. AGENDA

Drawing up of the provisional agenda for a regular session

Rule 9

1. The Executive Director shall submit to the United Nations Environment Assembly at each regular session the provisional agenda for the following regular session. The provisional agenda shall include all items proposed by:

- (a) The United Nations Environment Assembly;
 - (b) A State Member of the United Nations or member of a specialized agency or of the International Atomic Energy Agency;
 - (c) The General Assembly;
 - (d) The Economic and Social Council;
 - (e) The Executive Director.
2. Items proposed under (b) above shall be accompanied by an explanatory memorandum and, if possible, by basic documents which shall be submitted to the Executive Director at least forty-nine days prior to the opening of the session.
3. In drawing up the provisional agenda, the Executive Director shall take account of suggestions made by the Environment Coordination Board, a specialized agency, the International Atomic Energy Agency, an appropriate United Nations body, or an intergovernmental organization referred to in rule 69 below. The Executive Director shall also consider suggestions from the international non-governmental organizations referred to in rule 70 below.

Communication of the provisional agenda

Rule 10

After the United Nations Environment Assembly has considered the provisional agenda for the following session, the provisional agenda, incorporating any amendments made by the United Nations Environment Assembly, shall be communicated by the Executive Director to all States Members of the United Nations or members of the specialized agencies and of the International Atomic Energy Agency, the Chairpersons of subsidiary organs of the United Nations Environment Assembly as appropriate, the President of the General Assembly when the Assembly is in session, the President of the Economic and Social Council, the appropriate United Nations bodies, the specialized agencies, the International Atomic Energy Agency, the intergovernmental organizations referred to in rule 69 below and the international non-governmental organizations referred to in rule 70 below.

Supplementary items

Rule 11

The inclusion of supplementary items in the provisional agenda considered by the United Nations Environment Assembly may be proposed by any authority entitled to propose items under paragraph 1 of rule 9. The request for inclusion of a supplementary item shall be supported by a statement from the authority proposing it, except in the case of the General Assembly, regarding the urgency of the consideration of the item. The Executive Director shall communicate to the United Nations Environment Assembly any requests for the inclusion of supplementary items received before the commencement of the regular session, together with such observations as the Executive Director may wish to make.

Adoption of the agenda

Rule 12

1. At the beginning of each regular session, subject to the provisions of rule 15 and after the election of officers when required under rule 18, the United Nations Environment Assembly shall adopt its agenda for the session on the basis of the provisional agenda and any supplementary items proposed in accordance with rule 11.
2. A State Member of the United Nations or member of a specialized agency or the International Atomic Energy Agency which has requested the inclusion of an item in the agenda under rule 9 or 11 above shall be entitled to be heard by the United Nations Environment Assembly on the inclusion of the item in the agenda for the session.
3. The United Nations Environment Assembly shall normally include in its agenda for the session only items for which adequate documentation has been circulated to members at least forty-two days before the beginning of the regular session of the United Nations Environment Assembly.

Allocation of items

Rule 13

The United Nations Environment Assembly may allocate items among the plenary meetings of the United Nations Environment Assembly and sessional committees and working parties, if any, set up in accordance with rule 61, and may refer items without preliminary debate in the United Nations Environment Assembly to:

- (a) One or more of its subsidiary organs, if any, set up in accordance with rule 63, for examination and report at a subsequent session of the United Nations Environment Assembly;
- (b) The Executive Director, for study and report at a subsequent session of the United Nations Environment Assembly; or
- (c) The proposer of the item, for further information or documentation.

Provisional agenda for a special session

Rule 14

The provisional agenda for a special session shall consist only of those items proposed for consideration in the request for the holding of the session. It shall be transmitted to the authorities mentioned in rule 10 at the same time as the notice convening the United Nations Environment Assembly.

Revision of the agenda

Rule 15

During a regular session, the United Nations Environment Assembly may revise the agenda for the session by adding, deleting, deferring or amending items. Only items which the United Nations Environment Assembly considers to be urgent and important shall be added to its agenda during the session.

III. REPRESENTATION AND CREDENTIALS

Rule 16

Each member of the United Nations Environment Assembly shall be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required.

Rule 17

1. The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Executive Director before the first meeting which the representatives are to attend.
2. The Bureau of the United Nations Environment Assembly shall examine the credentials and submit its report to the United Nations Environment Assembly. This rule shall not, however, prevent a member from changing its representative, alternate representatives, or advisers subsequently, subject to proper submission and examination of credentials, where needed.

IV. UNITED NATIONS ENVIRONMENT ASSEMBLY BUREAU

Elections

预览已结束，完整报告链接和二维码如下：

https://www.yunbaogao.cn/report/index/report?reportId=5_10199

