[1]Draft Rules of Procedure for the Implementation and Capacity Development Committee (IC) Sub-groups **(as revised by IC May 2018)**

[2]**Rule 1. Membership**

[3]Members of IC Sub-groups should have the necessary technical and subject matter experience, and should be able to participate and contribute to the proceedings. The IC Lead of the IC Sub-group is considered a member.

[4]Membership of IC Sub-groups should be reviewed by the IC on a regular basis and may be adjusted as necessary. The IC should take into account changes in the needs for scientific or other expertise or changes in the professional duties required of the experts.

[5]**Rule 2. Procedure for nomination and selection of IC Sub-groups members**

[6]Members of IC Sub-groups are nominated and selected according to the following:

* [7]the Secretariat requests nominations through a call, as directed by the IC, requesting a signed Statement of Commitment and an updated Curriculum Vitae;
* [8]the Secretariat summarizes and comments on the nominations, and submits them to the IC. The IC selects the members based on their demonstrated expertise and communicates this to the Secretariat; and
* [9]the Secretariat maintains lists of IC Sub-group members on the IPP.

[10]**Rule 3. Chairperson and Rapporteur**

[11]The Chairperson and Rapporteur of IC Sub-groups are elected at each meeting by their members.

[12]**Rule 4. IC Lead for an IC Sub-group**

[13]The IC will select a Lead for each IC Sub-group from the IC members and under exceptional circumstances, it may select someone who is not a member of the IC. The IC Lead is responsible for liaison between the IC and the IC Sub-group ensuring the IC Sub-group follows the guidance given by the IC.

[14]**Rule 5. Participation of non-members of the IC Sub-groups**

[15]The IC may determine that non-members are invited to attend an IC Sub-group meeting.

[16]Contracting parties or organizations hosting a meeting may send up to two representatives to attend a meeting.

[17]**Rule 6. Meetings**

[18]IC Sub-groups should meet virtually using E-mail, teleconferencing and other modern communication methods. Meetings should be planned well in advance, in consultation with the IC Sub-group Lead if possible. The IC Sub-group may meet face-to-face, subject to availability of funds.

[19]IC Sub-group members should work according to their Terms of Reference and IC approved procedures.

[20]**Rule 7. Decision making**

[21]Decisions should be taken by consensus and communicated to the IC by the relevant IC Sub-group Lead. Only IC Sub-group members can be involved in decision making. If consensus is not reached, contentious issues should be brought to the attention of the IC with positions explained in the report.

[22]**Rule 8. Reports**

[23]A report of each IC Sub-group meeting should be published on the IPP once approved by the rapporteur. Major discussion issues should be noted in the report and the rationale for conclusions should be recorded.

[24]An update should be presented to the IC by the IC Lead for each IC Sub-group at the May IC meeting, advising the IC of the specific actions that they are requested to take.

[25]Out of session updates may be requested as necessary.

[26]**Rule 9. Working Language**

[27]English should be the working language of IC Sub-group.

[28]**Rule 10. Amendments**

[29]Amendments to these Rules of Procedure shall be approved by the IC.