
Global Green Growth Institute

Eighth Session of the Council and Fourth Session of the Assembly (Joint Session)
18-19 November 2015, Seoul

Decision on the Revision of the Rules of Procedure of the Assembly

The Assembly,

Recalling Articles 2 and 4 of the Agreement on the Establishment of the Global Green Growth Institute (GGGI), regarding the objectives and activities of the GGGI;

Recalling Article 7(3) of the Agreement on the Establishment of the GGGI, regarding the authority of the Assembly to establish its rules of procedure; and

Recalling Article 13 of the Agreement on the Establishment of the GGGI, regarding disclosure and transparency of the work of GGGI;

Recalling Rule 62 of the current Rules of Procedure of the Assembly adopted at the first session of the Assembly on 23 October 2012;

Approves the Rules of Procedure of the Assembly, as attached in Annex 1, which *supersedes and replaces in its entirety* the following:

1. Decision on the Rules of Procedure of the Assembly [[A/1/DC/1](#)] adopted at the First Session of the Assembly on 23 October 2012;
2. Decision on the Process for Decision by Written Procedure [[A/2/DC/4](#)] adopted at the Second Session of the Assembly on 27 September 2013; and
3. Decision on the Terms of Officer for Members of the Council and Subsidiary Organs of the Assembly [[A/WRP/DC/2](#)] adopted by written procedure on 28 November 2013.

Rules of Procedure of the Assembly

PART I. DEFINITIONS

Rule 1

For the purpose of these Rules:

- (a) “GGGI” means the international body known as the Global Green Growth Institute established under the Agreement.
- (b) “Agreement” means the Agreement on the Establishment of the Global Green Growth Institute, signed on 20 June 2012 in Rio de Janeiro, Brazil.
- (c) “Assembly” means the Assembly established by Article 6 and described by Article 7 of the Agreement.
- (d) “Council” means the Council established by Article 6 and described by Article 8 of the Agreement.
- (e) Advisory Committee – means the Advisory Committee established by Article 6 and described by Article 9 of the Agreement.
- (f) “Members of the Assembly” means all Members of GGGI, including all Participating Members and all Contributing Members.
- (g) “Contributing Member” means a Member of the GGGI that has provided a qualifying financial contribution in accordance with Article 3(a) of the Agreement.
- (h) “Participating Member” means a Member of the GGGI that is not a Contributing Member.
- (i) “Members present and voting” means Members present at which voting takes place and casting an affirmative or negative vote in accordance with Article 3(c) of the Agreement.
- (j) “Experts” means individuals who can contribute substantially to the objectives of the GGGI.
- (k) “Non-State Actors” means international and intergovernmental organizations, private companies, research institutes and non-governmental organizations who can contribute substantially to the objectives of the GGGI.
- (l) “Observer” means a non-state entity or prospective member granted Observer status by the Assembly in accordance with Article 7(4) of the Agreement.
- (m) “President” means the President of the Assembly in accordance with Article 7(9) of the Agreement.

Consistent with GGGI’s Disclosure Policy, this document will be disclosed in the public domain upon approval.

(n) “Secretariat” means the Secretariat established by Article 6 and described by Article 10 of the Agreement.

(o) “Subsidiary organ” means an organ of the Assembly established in accordance with Part V of these Rules of Procedure.

(p) “Director-General” means the Director-General appointed by the Assembly in accordance with Article 10 of the Agreement.

(q) “Regional integration organization” means an organization constituted by sovereign states of a given region, to which its member states have transferred competence in respect of matters governed by the Agreement in accordance with the footnote to Article 5(1) of the Agreement.

PART II. FUNCTIONS

Rule 2

The functions of the Assembly include:

(a) Electing Members to the Council, considering the principle of rotation, in accordance with Article 7(5)(a) of the Agreement.

(b) Appointing the Director-General who shall be nominated by the Council, in accordance with Article 7(5)(b) of the Agreement.

(c) Considering and adopting amendments to the Establishment Agreement, in accordance with Article 7(5)(c) of the Agreement.

(d) Advising on the overall direction of the GGGI’s work, in accordance with Article 7(5)(d) of the Agreement.

(e) Reviewing progress in meeting GGGI’s objectives, in accordance with Article 7(5)(e) of the Agreement.

(f) Receiving reports from the Secretariat on strategic, operational and financial matters, in accordance with Article 7(5)(f) of the Agreement.

(g) Providing guidance on cooperative partnerships and linkages with other international bodies, in accordance with Article 7(5)(g) of the Agreement.

(h) Granting Observer status to non-state entities, based on criteria agreed by the Assembly, in accordance with Article 7(4) of the Agreement, and to prospective members of GGGI.

(j) Adopting its rules of procedures in accordance with Article 7(3) of the Agreement.

(k) Adopting financial rules relating to the other means through which the GGGI may obtain financial resources other than those provided for in Article 12(1)(a) – (d) of the Agreement, in accordance with Article 12(1)(e) of the Agreement.

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PART III. COMPOSITION

Rule 3

Members of the Assembly

The Assembly shall be composed of all Members of the GGGI, in accordance with Article 7(1) of the Agreement.

Rule 4

Representation of the Council

(a) The Council may be represented by its Chair without the right to vote in sessions of the Assembly.

(b) Each of the five (5) Expert or Non-State Actor members of the Council may participate in sessions of the Assembly without the right to vote.

Rule 5

Representation of the Advisory Committee

The Advisory Committee may be represented by its Chair without the right to vote at all sessions of the Assembly.

Rule 6

Representation of the Secretariat

(a) The Director-General shall participate without the right to vote in sessions of the Assembly and its subsidiary organs.

(b) The Director-General may designate a member of the Secretariat to represent him or her at any such sessions.

(c) The Director-General may be accompanied by staff of the Secretariat at his or her discretion.

PART IV. BUREAU

Rule 7

Responsibilities of the President

(a) The President shall preside over the ordinary and extra-ordinary sessions of the Assembly.

(b) In addition to exercising the functions conferred upon the President elsewhere by these Rules, the President shall declare the opening and closing of meetings, preside at meetings, ensure the observance of these Rules, accord the right to speak, put questions to the vote if necessary, and announce decisions. The President shall rule on points of order and, subject to these Rules, shall have control of the proceedings and over the maintenance of order at the session.

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(c) The President may propose to the Assembly a limitation on the time to be allowed to speakers and on the number of times each member may speak on a question, the adjournment or closure of the debate and the suspension or adjournment of a session.

Rule 8

Acting President

(a) The President, if absent from a session or any part thereof, or whenever he or she deems that for the proper fulfillment of the responsibilities of the President he or she should not preside over the Assembly during the consideration of a particular question, shall designate one of the Vice-Presidents at his or her discretion to act as President with the same powers and duties.

(b) If both Vice-Presidents in addition to the President are unable to serve in their respective capacities, the Assembly shall elect a member from among its members present to serve as President for that session.

(c) If the President or a Vice-President ceases to be able to carry out his or her functions, or ceases to be a member, a new President or Vice-President shall be elected for the remainder of the term.

Rule 9

Election of the President and Vice-Presidents

(a) The Assembly shall elect a President and two Vice-Presidents with terms of two (2) years in accordance with Article 7(9) of the Agreement.

(b) The President and Vice-President may be elected from among members as well as non-state actor and expert members of the Council;

(c) One (1) Vice-President shall be elected from among the Contributing Members and one (1) Vice-President shall be elected from among the Participating Members.

(d) The President and Vice-Presidents shall remain in office until their successors are elected.

Rule 10

Vacancies of the President and Vice-Presidents

(a) Any vacancy in the position of the President or the Vice-Presidents shall be filled in the same manner in which the original holder of that position was appointed.

(b) Any individuals appointed to fill such a position shall serve for the unexpired term of his or her predecessor.

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Rule 11

Removal of the President and Vice-Presidents

(a) If the President or Vice-Presidents are unable to attend two or more consecutive Sessions of the Assembly, the Assembly shall elect (a) new President or Vice-President for the remainder of the term of the predecessor.

(b) Election pursuant to this Rule shall count as one (1) term.

PART V. SUBSIDIARY ORGANS

Rule 12

Establishment of subsidiary organs

The Assembly may establish subsidiary organs as it deems necessary for the performance of its functions, in accordance with Article 6.2 of the Agreement

Rule 13

Terms of reference of subsidiary organs

(a) In establishing a subsidiary organ, the Assembly shall agree on its terms of reference, number of members, and tenure.

(b) The Terms of Reference of subsidiary organs shall be reviewed annually, or as otherwise outlined in their terms of reference, by the Assembly to determine whether they should be continued or their terms of reference modified.

Rule 14

Composition of subsidiary organs

(a) At least one (1) Contributing Member and one (1) Participating Member shall be represented on each subsidiary organ, unless the Assembly decides otherwise;

(b) Subsidiary organs created by the Assembly may, if appropriate, include non-state actors and experts nominated by Members of the Assembly or the Council. The nominated non-state actors and experts are not limited to those serving as members of the Council; and

(c) Subsidiary organs are to be chaired by a member of the Assembly.

PART VI. DELIBERATIONS AND DECISION MAKING

Rule 15

(a) Deliberations and decisions related to the Assembly's functions outlined in Rule 2 may be taken in ordinary and extraordinary sessions or by written procedure.

Consistent with GGGI's Disclosure Policy, this document will be disclosed in the public domain upon approval.

(b) The Assembly shall make every effort to reach decisions by consensus, in accordance with Article 7(8) of the Agreement.

(c) If all efforts at consensus have been exhausted, and no consensus reached, on the request by the President, decisions shall as a last resort be adopted by a simple majority of the members present and voting, except as otherwise provided in these Rules.

(d) The adoption of decisions shall require a majority of Contributing Members present and voting, as well as a majority of Participating Members present and voting.

(e) The President of the Assembly may propose that specific items of the agenda be conducted in closed sessions, in which only the members may participate, unless the Assembly decides otherwise.

Rule 16

Ordinary and extraordinary sessions

(a) The Assembly shall meet at least once every two (2) years in ordinary sessions, or as otherwise decided by the Assembly in accordance with Article 7(2) of the Agreement.

(b) To the extent possible, ordinary sessions of the Assembly shall be held in conjunction with sessions of the Council.

(c) An extraordinary session of the Assembly shall be convened upon the initiative of one-third of its Members in accordance with Article 7(2) of the Agreement.

Rule 17

Written procedure

(a) As may be desirable for the fulfillment of its functions outlined in Rule 2 of these Rules of Procedure, the Assembly may take decisions by unanimous written consent in lieu of a meeting by means of mail, e-mail, facsimile or other methods of written communication.

(b) In communicating information regarding a decision by Written Procedure in accordance with Rule 17(a) above, the Secretariat shall transmit the draft decision and all necessary background materials to each Assembly member's designated focal points with an invitation to approve the decision within a prescribed period, on a lapse-of-time basis.

(c) The Secretariat shall provide members of the Assembly a minimum period of fifteen (15) working days (the "lapse-of-time period") to provide comment on or otherwise object to the proposed decision.

(d) If no comments on or objections to the proposal are received by 5:00 p.m. (KST) on the last day of the lapse-of-time period, the decision will be considered adopted by the Assembly and will enter into effect as of the last day of the lapse-of-time period.

(e) If the objection to the proposal is received, the Secretariat shall facilitate discussion(s) between the members of the Assembly either via email, teleconference or other means of communication.

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Rule 18

Disclosure of deliberations and decisions

Decisions and documents received, reviewed and adopted by the Assembly shall be open and made available to the public, in accordance with Article 13(a) of the Agreement and the GGGI Disclosure Policy.

PART VII. NOTIFICATION OF SESSIONS AND PROVISIONAL AGENDA

Rule 19

Notification of ordinary sessions

(a) The Secretariat, on behalf and under the authority of the President, shall notify all Members of the Assembly and Observers of the date of each session of the Assembly, the opening date and expected duration thereof, at least ninety (90) calendar days in advance of each ordinary session.

(b) If changes to the schedule are required, the Secretariat shall, in consultations with all members, give notice of any changes in the dates of the scheduled session.

Rule 20

Notification of extraordinary sessions

The Director-General, on behalf and under the authority of the President, shall notify all Members of the Assembly and Observers of each extraordinary session, of the opening date, place and expected duration thereof, at least thirty (30) calendar days in advance of the extraordinary session.

Rule 21

Place of Sessions

Sessions of the Assembly shall take place at the headquarters of the GGGI, unless the Assembly decides otherwise, in accordance with Article 7(2) of the Agreement.

Rule 22

Provisional agenda for ordinary sessions

(a) The President, assisted by the Secretariat, shall draft the provisional agenda of each ordinary session of the Assembly and distribute a copy of such provisional agenda to all those invited not later than sixty (60) calendar days in advance of the session.

- (b) The provisional agenda for each ordinary session should generally include:
- (i) Items linked to the functions of the Assembly, as outlined in Rule 2 of these Rules of Procedure.
 - (ii) Items decided to be included in the agenda at a previous session of the Assembly.
 - (iii) Items proposed by Members of the Assembly; and
 - (iv) Items proposed by the Council, including those which were brought to the attention of the Council by the Director-General.

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Rule 23

Supplementary items for ordinary sessions

Any Members of the Assembly or the Director-General in agreement with the Council, may, not later than thirty (30) calendar days before the date set for the opening of any ordinary session, request the inclusion of supplementary items in the agenda. With the approval of the President, such items shall be placed on a supplementary list, which shall be communicated to Members not later twenty-one 21 days before the opening of the session.

Rule 24

Additional items for ordinary sessions

Any items of an important and urgent character, proposed by a Member or the Council, which have not been placed on the provisional agenda pursuant to Rule 22 of these Rules or on the supplementary items pursuant to Rule 23 of these Rules, shall be referred to the President at the opening of the session.

Rule 25

Provisional agenda for extraordinary sessions

The provisional agenda for all extraordinary sessions of the Assembly shall consist only of those items proposed for consideration in the decision or the request for holding the extraordinary session and shall be prepared by the President, assisted by the Secretariat, and shall be sent by him or her to all Members of the Assembly together with the notification of the extraordinary session.

Rule 26

Additional items for extraordinary sessions

Any items of an important and urgent character, proposed by a Member or the Council, which have not been placed on the provisional agenda for an extraordinary session pursuant to Rule 25 of these Rules shall be referred to the President, which shall report promptly thereon to the Assembly.

Rule 27

Explanatory memoranda

Each item proposed for inclusion in the agenda shall be accompanied by such supporting documents as may be necessary to support the President's decision to include the item on the agenda and the Assembly's subsequent consideration of the issue.

Rule 28

Supporting documents

All draft decisions as well as other documents relating to the provisional agenda of the session shall be sent no later than thirty (30) calendar days before the date set for the opening of any ordinary session, by the President, assisted by the Secretariat, to each Member of the Assembly.

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PART VIII. CONDUCT OF SESSIONS

Rule 29

Delegations at sessions

(a) Each Member of the Assembly shall designate one representative, who may be accompanied by alternates and advisers as may be required. The representative and all such alternates and advisers shall constitute the Member's delegation to the Assembly.

(b) Members of the Assembly shall submit the names of their accredited representatives, alternates and advisers to the Secretariat at least seven (7) calendar days before the session such persons are to attend.

Rule 30

Quorum for sessions

The President shall declare a meeting open and permit discussion to proceed when delegations of at least a simple majority of the Members of the Assembly are present, in accordance with Article 3(c) of the Agreement.

Rule 31

Approval of the agenda

The Assembly, at the beginning of each session, shall adopt the agenda and if applicable, additional items for the session.

Rule 32

Statements by the Secretariat

The Director-General, or a member of the Secretariat designated by the Director-General as a representative, may at any time make either oral or written statements to the Members Assembly concerning any matters under consideration by it.

Rule 33

Interventions by members

(a) The President will accord the right for members to speak in the order in which they intervene, followed by observers.

(b) The President may limit the time to be allowed to each speaker and the number of times each representative may speak on any item.

Rule 34

Points of order

(a) During the discussion of any matter, a Member of the Assembly may at any time raise a point of order which shall be decided immediately by the President in accordance with these Rules.

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(b) A Member may appeal against the ruling of the President. The appeal shall be put to a vote immediately and the ruling of the President shall stand, unless overruled by a majority of the members present and voting.

(c) A Member may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 35

Decisions on competence

Any motion calling for a decision on the competence of the Assembly to discuss any matter or to adopt a proposal or an amendment to a proposal submitted to it shall be put to the vote before the matter is discussed or a vote taken on the proposal or amendment in question.

Rule 36

Proposals and amendments

Proposals and amendments to proposals shall normally be prepared in writing by Members and submitted to the Secretariat, which shall circulate copies to Members. Following the distribution of copies, Members shall be given reasonable time before proposals are discussed or considered for decision.

Rule 37

Withdrawal of proposals or motions

A proposal or motion may be withdrawn by its proposing Member at any time before voting on the proposal or motion has begun, provided that the proposal or motion has not been amended. A proposal or motion withdrawn may be reintroduced by any other Member.

Rule 38

Reconsideration

When a proposal has been adopted or rejected, it may not be reconsidered at the same session, unless the Assembly so decides. Permission to speak on a motion to reconsider shall be accorded only to the Member proposing the motions, and one other supporter, after which it shall be put immediately to a vote.

PART IX. VOTING

Rule 39

(a) The Assembly shall make every effort to reach decisions by consensus. If all efforts at consensus have been exhausted, and no consensus reached, on the request by the President decisions shall as a last resort be adopted by a voting.

(b) Should a decision be put to a vote, each Member shall have one vote, in accordance with Article 7(6) of the Agreement.

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(c) Members that are regional integration organizations shall exercise their right to vote with a number of votes equal to the number of their member states that are members of the GGGI, in accordance with Article 7(7) of the Agreement.

(d) The adoption of decisions shall require a majority of Contributing Members present and voting, as well as a majority of Participating Members present and voting.

Rule 40

Order of voting

If two or more proposals relate to the same question, the Members shall vote on the proposals in the order in which they have been submitted, unless the Assembly decides otherwise. The Assembly, after each vote on a proposal, may decide whether to vote on the next proposal.

Rule 41

Separation of proposals

Any Member may request that any part of a proposal or of an amendment to a proposal be voted on separately. The President shall allow the request, unless a Member objects. If an objection is made to the request for division, the President shall permit two Members to speak, one in favor of and the other against the request, after which the request for division shall be put immediately to a vote.

Rule 42

Voting on separated proposals

If the request referred to in Rule 41 is allowed or adopted, those parts of a proposal, or of an amendment to a proposal, which have been approved shall then be put to a vote as a whole. If all the operative parts of a proposal or amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

Rule 43

Proposal amendments

A motion is considered to be an amendment to a proposal if it merely adds to, deletes from, or revises parts of that proposal. An amendment shall be voted on before the proposal to which it relates is put to the vote, and if the amendment is adopted, the amended proposal shall then be put to a vote.

Rule 44

Order of amendments

If two or more amendments are moved to a proposal, the Assembly shall first vote on the amendment furthest removed in substance from the original proposal, then on the amendment next furthest removed there from, and so on, until all amendments have been put to the vote. The President shall determine the order of voting on the amendments under this rule.

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Rule 45

Method of voting

- (a) Voting, except for elections, shall normally be by show of hands.
- (b) All elections shall be held by secret ballot, unless otherwise decided by the Assembly.
- (c) If a Member requests, a roll-call shall be taken in the English alphabetical order of the names of the Members participating in the session, beginning with the Member whose name is drawn by lot by the President, unless the Assembly decides otherwise.
- (d) However, if at any time a Member of the Assembly requests a secret ballot that shall be the method of voting on the issue in question.

Rule 46

Record of voting

- (a) The vote of each Member participating in a roll-call vote shall be recorded in the relevant documents of the session.
- (b) The Secretariat shall be responsible for recording the votes of each session.

Rule 47

Control of voting procedure

- (a) After the President has announced the beginning of voting, no Member shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.
- (b) The President may permit Members to explain their votes, and may limit the time allowed for such explanations.
- (c) The President shall not permit a Member who puts forward a proposal or an amendment to a proposal to explain his or her vote on his or her own proposal or amendment, except if it has been amended.

Rule 48

Reconsideration of vote

- (a) If a vote is equally divided in voting other than elections, the President will give additional time within the session, for reconsideration of the issue before the proposal is once again put to vote.
- (b) In case the vote is still equally divided, the proposal voted upon shall be considered as not adopted.

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PART X. ELECTION OF MEMBERS OF THE COUNCIL

Rule 49

Members term on the Council

- (a) Contributing and Participating members of the Council shall be elected for a period of two (2) years and considering the principle of rotation in accordance with Articles 8(3) and 7(5)(a) of the Agreement.
- (b) The term of office of each Member of the Council shall begin on 1 January of the coming calendar year after such Member's election to the Council and shall end on 31 December of the second year of the term of appointment.
- (c) Contributing and Participating members of the Council shall be eligible in principle to serve up to two (2) consecutive terms.
- (d) Members shall remain in office until their successors are elected or appointed.

Rule 50

Communication of positions for election

- (a) The President shall communicate to the Members, at the same time as putting forward the provisional agenda, the anticipated number of seats on the Council to be filled by election at that session, based on the formula set out in Article 8(2) of the Agreement.
- (b) The President shall determine, prior to the holding of an ordinary session of the Assembly, whether elections for vacancies left by Council Members with terms that expire in years in which there is no ordinary session shall be decided at the upcoming ordinary session of the Assembly or through written procedure.
- (c) Any adjustment in that anticipated number shall be announced by the President at the opening of the session.

Rule 51

Elections to fill one (1) elective place

- (a) If, when one (1) candidate is to be elected, no candidate obtains in the first ballot a majority of the votes cast by the members present and voting, a second ballot restricted to the two (2) candidates obtaining the largest number of votes shall be taken.
- (b) If in the second ballot the votes are equally divided, the President shall decide between the candidates by drawing lots.
- (c) In the case of a tie in the first ballot among three (3) or more candidates obtaining the largest number of votes, a second ballot shall be held.
- (d) If a tie results among more than two (2) candidates, the President shall decide between the candidates by drawing lots.

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Rule 52

Elections to fill two (2) or more elective places

- (a) When two (2) or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected.
- (b) If the number of candidates obtaining the majority required is less than the number of elective places to be filled, there shall be no more than two (2) ballots in respect of each elective place remaining to be filled.
- (c) If in the first ballot for an unfilled elective place no candidate obtains the majority required, a second ballot shall be taken which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot for that elective place.
- (d) If in the second ballot for that elective place the votes are equally divided, the President shall decide between the candidates by drawing lots.

PART XI. LANGUAGES

Rule 53

Language

- (a) The working language of the Assembly shall be English.
- (b) Any representative may make an intervention in a language other than English provided that, if he or she does so, he or she shall himself or herself provides for simultaneous interpretation into English.

Rule 54

Language of documents

English shall be the language of the official documents issued by the GGGI.

PART XII. THE SECRETARIAT

Rule 55

- (a) The Director-General, or an official of the Secretariat appointed by the Director-General, shall serve as secretary to the Assembly and any subsidiary organs of the Assembly.
- (b) The Secretariat shall be responsible for all the necessary arrangements for the sessions of the Assembly, including:
 - (i) the receipt and distribution of all documents of the Assembly and any of its subsidiary organs to Members of the Assembly.
 - (ii) the preparation of a summary of the proceedings of the Assembly and its circulation to all Members of the Assembly.

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- (iii) the maintenance of documents of the Assembly in the archives of the GGGI.
- (iv) the publication of documents of the Assembly in accordance with the GGGI Disclosure Policy.
- (v) the performance of all other duties and responsibilities designated by the President of the Assembly.

PART XIII. AMENDMENT AND SUSPENSION OF THE RULES OF PROCEDURE

Rule 56

Amendment to the Rules of Procedure

- (a) Amendment to the Rules of Procedure shall be made by consensus of the Members of the Assembly.
- (b) If all efforts at consensus have been exhausted, and no consensus reached, on the request by the President of the Assembly, amendments to these Rules are adopted by a majority of Contributing Members present and voting, and a majority of Participating Members present and voting.

Rule 57

Suspension of the Rules of Procedure

Any of these Rules may be suspended by a decision taken by a two-thirds majority of the Members of the Assembly present and voting.

/End