

# **CONVENTION ON THE PROTECTION OF THE ALPS (ALPINE CONVENTION)**

**Rules of Procedure  
Of the  
Conference of the Contracting Parties (Alpine Conference)**

## I) SCOPE

### Article 1

These Rules of Procedure apply to all meetings of the Alpine Conference which are called in accordance with Art.5 of the Alpine Convention.

## II) CALLING OF MEETINGS

### Article 2

- 1) Venue, date, and duration of an ordinary meeting are fixed by the Presidency after consulting with the Permanent Committee.
- 2) The Presidency notifies the Contracting Parties and Observers of the venue, date, and duration of the Alpine Conference at least two months prior to the beginning of a meeting.

## III) OBSERVERS

### Article 3

- 1) According to Art.5 Para.5 of the Alpine Convention, the Presidency at their request invites the United Nations, their special organisations, the Council of Europe, any European state, and transnational associations of Alpine administrative units as Observers to the meetings of the Alpine Conference.
- 2) At the suggestion of the Permanent Committee, the Alpine Conference decides as to the admission of international nongovernmental organisations as Observers to the meetings of the Alpine Conference in accordance with Art.5 Para.5 of the Alpine Convention.
- 3) The Alpine Conference vests the Permanent Committee with the authority to permit to international nongovernmental organisations to participate as Observers in the sessions of the Permanent Committee until the next meeting of the Alpine Conference even prior to their being granted admission in accordance with Para.2 of this article.
- 4) Observers in line with Para.2 of this article may be excluded partially or completely from specific meetings.

## IV) AGENDA

### Article 4

The draft agenda for any ordinary meeting, prepared by the Presidency in accordance with Art.5 Para.3 of the Alpine Convention, as a rule contains:

- 1) Adoption of the agenda.
- 2) Decision as to written authorities.
- 3) Admission of international nongovernmental organisations.
- 4) Items of the agenda that can be derived from the individual articles of the Alpine Convention, especially Art.6.
- 5) Items of the agenda that can be derived from individual articles of Protocols in accordance with Art.2 Para.3 of the Alpine Convention.
- 6) Items of the agenda whose discussion was decided at the previous meeting.
- 7) Items of the agenda in line with Art.9 of these Rules of Procedure.
- 8) Any items of the agenda proposed by a Contracting Party to the Presidency and accepted by this prior to the issuing of the draft agenda.
- 9) Any other business.
- 10) Adoption of the Minutes of Decisions according to Art.22 Para.1 of these Rules of Procedure.

### Article 5

The Presidency shall submit the draft agenda of any ordinary meeting, if possible along with the meeting documents, at least two months prior to the beginning of the meeting to the Contracting Parties and Observers.

### Article 6

The Presidency shall include into the agenda any additional item tabled by a Contracting Party after the issuing of the draft agenda, if possible eight days prior to the beginning of the meeting.

#### Article 7

The draft agenda for an extraordinary meeting consists only of those items that were requested in accordance with Art.5 Para.6 of the Alpine Convention. This draft is sent to the Contracting Parties and Observers along with an invitation to the extraordinary meeting.

#### Article 8

The agenda is adopted by the Alpine Conference.

#### Article 9

Any item of the agenda of a meeting which could not be brought to a close at this meeting shall, unless the Alpine Conference decides otherwise, be added to the agenda of the next meeting.

### V) REPRESENTATION AND AUTHORITIES

#### Article 10

Any Contracting Party participating in the Alpine Conference has representation by a Delegation. This is constituted by a head of delegation and if necessary by other authorised delegates and advisers.

#### Article 11

The heads of the Delegations and if necessary the other authorised delegates must possess pertinent authorities unless they are entitled ex officio to being representatives. Written authorities shall be handed to the Presidency prior to the opening of a meeting of the Alpine Conference if possible. The heads of the Delegations shall notify the Presidency of the constitution of their Delegations, and of any later changes to them.

#### Article 12

The Presidency shall review the written authorities and present a pertinent report at the beginning of a meeting. The Alpine Conference shall decide as to the authorities. Until this decision, the Delegations are authorised to preliminarily take part in the meeting.

## VI) PRESIDENCY

### Article 13

The Presidency shall remain in office until a new Presidency has been appointed in accordance with Art.5 Para.2 of the Alpine Convention.

### Article 14

- 1) The Presidency is responsible for the organisation of ordinary and extraordinary meetings of the Alpine Conference and sessions of the Permanent Committee taking place during its term of office, and especially for:
  - a) the provisioning of structures and services required for the meetings and sessions;
  - b) the collection, translation, and submission of official documents;
  - c) the generation and presentation of minutes of meetings and sessions in accordance with Art.22 Para.1 and 2.
- 2) The Presidency may, with the permission of the Contracting Parties, delegate some of these single tasks to another Contracting Party.

### Article 15

- 1) The President is that delegate of the presiding Contracting Party who has been entrusted by the Presidency with the chairing of a meeting of the Alpine Conference.
- 2) The President shall take part in the meetings of the Alpine Conference in this function only and shall not use during this period the rights of a Delegate of a Party, which, if necessary, shall be administered by another Delegate of the Contracting Party in question.
- 3) In the event of a temporary absence or being prevented of the President he or she shall appoint a proxy. The proxy may not while chairing a meeting use the rights of a Delegate of another Contracting Party.

## VII) CHAIRING OF MEETINGS

### Article 16

In the course of debate the Contracting Parties have the right to raise a point or order at any time, which will be discussed immediately. In the case of several points of order the one diverging furthest from the procedure originally in question is discussed at first. On any point of order raised, one Contracting Party may comment positively and one negatively. Unless the President can observe a consensus, the motion underlying the point of order raised shall be accepted if it is approved by two thirds of the Contracting Parties partaking in the vote.

### Article 17

Subject to the provisions in Art.11 of the Alpine Convention, requests for resolutions to be passed by the Alpine Conference shall be submitted in written form in one of the Official Languages at the latest two months prior to the beginning of the respective meeting. Requests for the amendment of received requests shall be submitted at the latest one month prior to the beginning of the respective meeting. The requests shall be forwarded by the Presidency to the Contracting Parties and Observers. The Alpine Conference may in exceptional cases and at the request of a Contracting Party decide on reduced periods of time.

## VIII) VOTES

### Article 18

For votes in the decision-making of the Alpine Convention in line with Arts.6 and 7 of the Alpine Convention as well as for decisions as to points of order in line with Art.16 of these Rules of Procedure, the presence of two thirds of the Contracting Parties is required.

## Article 19

- 1) Votes are generally taken by show of hands.
- 2) At the request of any Contracting Party a secret vote is taken.
- 3) An abstention does not according to Art.7 of the Alpine Convention count against unanimity.
- 4) Votes concerning points of order in line with Art.16 of these Rules of Procedure are always taken by show of hands.

## IX) WRITTEN PROCEDURE

### Article 20

- 1) The Alpine Conference may at the request of a Contracting Party pass resolutions by means of written procedure.
- 2) This request is submitted to the President along with the draft resolution. The President shall immediately forward the request for the resolution to the Contracting Parties for commenting within two months after submission and in the meantime consult with the Permanent Committee. He shall inform the Observers. The resolution shall be passed after all Contracting Parties have consented. The President shall inform the Contracting Parties and Observers as to the results of the written procedure.

## X) LANGUAGES

### Article 21

- 1) The Official Languages of the Alpine Conference are German, French, Italian, and Slovene.
- 2) Statements issued in one of the Official Languages shall be translated into the other Official Languages.
- 3) Official documents of the sessions of the Conference shall be written in one of the Official Languages and translated into all the other Official Languages.

## XI) MEETING MINUTES OF THE ALPINE CONFERENCE

### Article 22

- 1) The Alpine Conference shall at the end of any meeting approve minutes which contain the wording of the decisions made at this meeting (Minutes of Decisions).
- 2) The President shall submit these Minutes of Decisions to the Contracting Parties and Observers as well as the leaders of the currently existing Working Groups in line with Art.6 (e) of the Alpine Convention within one month, completed especially with the following elements:
  - list of meeting participants
  - sources of the tabled requests
  - votes taken
  - declarations of decisions
  - any other declarations by Contracting Parties and Observers at their request, in short form.
- 3) The Minutes of Decisions completed according to Para.2 of this Article shall after submission be approved by the Contracting Parties at the next meeting of the Permanent Committee.

## XII) CHANGES TO THE RULES OF PROCEDURE

### Article 23

The Alpine Conference may change these Rules of Procedure according to Art.6 (c) and Art.7 Para.1 of the Alpine Convention.