

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

**RULES OF PROCEDURE OF THE PERMANENT COMMITTEE OF THE CONFERENCE  
OF THE CONTRACTING PARTIES (ALPINE CONFERENCE)**

## **I) SCOPE**

### **Article 1**

(1) These Rules of Procedure apply to all meetings of the Permanent Committee of the Alpine Conference.

(2) The regulations within these Rules of Procedure apply in addition to the regulations within the Rules of Procedure of the Alpine Conference as far as the Permanent Committee is concerned. With regard to questions of interpretation priority is due to the Rules of Procedure of the Alpine Conference.

## **II) Calling of Meetings**

### **Article 2**

(1) Meetings take place as often as may be necessary, but at least once a year.

(2) The Presidency fixes venue, date, and duration of any meeting, after consultations with the Contracting Parties.

(3) Moreover, meetings take place whenever a written request to that effect by two thirds of the Contracting Parties is presented to the Presidency.

(4) The Presidency notifies the Contracting Parties and Observers of venue, date, and duration of meetings at least six weeks prior to their beginning, but at the latest immediately after the fixation of their holding.

## **III) OBSERVERS AND OTHER PARTICIPANTS**

### **Article 3**

(1) A transnational association of administrative units may be admitted as an Observer if its subordinate units do not already have representation in the Permanent Committee.

(2) The Permanent Committee may propose to the Alpine Conference international nongovernmental organisations as Observers and grant the participation of these organisations in the meetings of the Permanent Committee and the Working Groups in line with article 13 of these Rules of Procedure until the next session of the Alpine Conference, so long as they

a) pursue the goals of the Alpine Convention according to its statutes and contribute substantially to the work of the Alpine Conference and the Permanent Committee;

b) operate throughout the whole of the Alpine Space;

c) are based within the Alpine Space and possess a permanent organisational structure with a board, secretariat, and statutes, and

d) have an agenda (field of activity) that has not as yet been sufficiently represented by the other Observer status organisations.

(3) In this context a balanced representation of varied interests is to be ensured.

(4) Observers in line with Paragraph 2 of this article may be partially or completely excluded from specific sessions.

#### **Article 4**

The Permanent Committee decides on a case-by-case basis as to the participation of nongovernmental organisations in its meetings (Other Participants).

#### **Article 5**

(1) For the creation of networks and the promotion of transparency, the Presidency of the Permanent Committee keeps a record in which all interested governmental and nongovernmental organisations without Observer status are listed.

(2) Interested organisations in line with Paragraph 1 are advised in an appropriate manner of the activities of the Alpine Conference and the Permanent Committee.

#### **Article 6**

The Permanent Committee may, according to Art.8 Para.4 of the Alpine Convention, invite governmental and nongovernmental organisations to specific sessions, also of the Working Groups in line with Art.13 of these Rules of Procedure.

## **IV) AGENDA**

The draft agenda of any meeting as a rule contains:

- (1) Adoption of the agenda.
- (2) Adoption of the completed Minutes of Decisions from the previous meeting according to Art.19 Para.2 of these Rules of Procedure.
- (3) Admission of governmental and nongovernmental organisations.
- (4) Items of the agenda whose discussion was decided by the Alpine Conference.
- (5) Items of the agenda whose discussion was decided at the previous meeting.
- (6) Items of the agenda in line with Article 10 of these Rules of Procedure.
- (7) Any items of the agenda proposed by a Contracting Party to the Presidency and accepted by this prior to the submission of the draft agenda.
- (8) Any other business.
- (9) Adoption of the Minutes of Decisions according to Art.19 Para.1 of these Rules of Procedure.

### **Article 8**

The Presidency shall submit the draft agenda of any meeting, if possible, along with the meeting documents at least six weeks prior to the beginning of the meeting to the Contracting Parties and Observers as well as the leaders of currently existing Working Groups in line with Art.13 of these Rules of Procedure.

## **Article 9**

The Presidency shall include any additional item of the agenda tabled by a Contracting Party after the submission of the draft agenda into the draft agenda prior to the beginning of the meeting.

## **Article 10**

The agenda is adopted by the Permanent Committee.

## **Article 11**

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

# **V) CONSTITUTION OF THE DELEGATIONS**

## **Article 12**

(1) The Contracting Parties and Observers are represented by Delegations.

(2) The Contracting Parties and Observers shall notify the Presidency of the Heads of their Delegations. The Heads of the Delegations shall notify the Presidency of the constitution of their Delegations with the Permanent Committee and the Working Groups according to Art.13 of these Rules of Procedure, as well as of any later changes to their constitution.

# **VI) PRESIDENCY**

## **Article13**

(1) The President shall take part in the meetings of the Permanent Committee in this function only and may 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.

(2) In the event of a temporary absence or being prevented of the President he or she will appoint a proxy. The proxy may not while chairing a meeting use the rights of a Delegate of a Contracting Party.

## **VII) Working Groups and Ad-hoc Working Groups of the Permanent Committee**

### **Article 14**

(1) The Permanent Committee shall, for the implementation of the Alpine Convention and for the preparation of decisions of the Alpine Conference and the Permanent Committee, appoint Working Groups according to Art.6 (e) and Art.8 Para.6 (e) of the Alpine Convention and coordinate their activities.

(2) Unless the Permanent Committee enacts special rules of procedure for a Working Group that it has appointed, this Working Group is subject to the Rules of Procedure of the Permanent Committee where applicable.

(3) It is for the Contracting Party that was entrusted with the leadership of a Working Group to perform the duties of Presidency according to Art.14 of the Rules of Procedure where applicable.

(4) The leadership of a Working Group shall be entrusted by the Permanent Committee to a Contracting Party.

(5) The leaders of currently existing Working Groups shall be invited to sessions within the framework of the Permanent Committee whenever it appears expedient.

### **Article 15**

Whenever they consider it necessary, the Permanent Committee may appoint Ad-hoc Working Groups and entrust them with specific tasks.

## **VIII) 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 can comment positively and one negatively. Unless the President can observe a consensus, the motion underlying the point of order raised is accepted if it is approved by two thirds of the Contracting Parties partaking in the vote.

## **IX) VOTES**

### **Article 17**

For votes in the decision-making of the Permanent Committee in line with Arts.6 and 7 of the Alpine Convention as well as for decisions as to points of order in line with Article 15 of these Rules of Procedure, the presence of two thirds of the Contracting Parties is required.

### **Article 18**

- (1) Votes are 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 Article 15 of these Rules of Procedure are always taken by show of hands.

## **X) LANGUAGES**

### **Article 19**

(1) The Official Languages of the Alpine Conference are also the Official Languages of the Permanent Committee, the Working Groups in line with Art.13 and the Ad-hoc Working Groups in line with Art.14 of these Rules of Procedure.

(2) Statements issued in one of the Official Languages shall be translated into the other Official Languages.

(3) Official documents of the Permanent Committee shall be written in one of the Official Languages and translated into the other Official Languages.

## **XI) MINUTES OF MEETING OF THE PERMANENT COMMITTEE**

### **Article 20**

(1) At the end of any meeting the Permanent Committee approves minutes which contain the wording of the decisions made at this meeting (Minutes of Decisions).

(2) The President submits 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.13 of these Rules of Procedure within one month, completed especially with the following elements:

- list of meeting participants
- sources of the tabled motions
- 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 be approved by the Permanent Committee at their next meeting.



## **XII) CHANGES TO THE RULES OF PROCEDURE**

### **Article 21**

The Permanent Committee may change these Rules of Procedure according to Art.8 Para.3 and Para.7 of the Alpine Convention.