

**INTERNATIONAL FEDERATION OF RED CROSS AND
RED CRESCENT SOCIETIES**

**RULES OF PROCEDURE FOR
REGIONAL CONFERENCES**

**Approved by the XIVth Session of the General Assembly
Geneva, 28-30 November 2003**

(to replace the Rules adopted by the 12th Session of the General Assembly,
Geneva, October 1999)

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Antalya, 6-8 November 2017**

Composition

Rule 1

1. In accordance with Article 39 of the Constitution, each National Society of the Statutory Region may be represented by a delegation of not more than five persons.
2. The President and the Secretary General as well as the elected Vice-President of the Statutory Region participate in all regional conferences.

Conference Planning Committee

Rule 2

1. For each Regional Conference, a Conference Planning Committee shall be established, immediately following the closure of each Conference, with responsibility for the preparation of the next Conference and for promoting the follow-up to resolutions of the last conference. It shall be composed of the elected Vice-President and the National Societies members of the Governing Board from the Statutory Region, of the chairman of the last Conference and, if the chairman comes from another National Society, of the National Society hosting the last Conference, of the host National Society of the forthcoming Conference (as soon as designated) and the Secretary General or his/her representative. It shall elect its own Chairman and the Secretary General shall, if requested, provide secretarial support.
2. Unless the Conference has decided to accept an invitation from a National Society to host the next Conference, the Conference Planning Committee shall, through the report referred to in Article 39.3 of the Constitution, make a recommendation to the Governing Board as to the place and date of the next Regional Conference.
3. In case there exists a permanent body of regional coordination, such as CORI (*Inter-American Regional Committee*), this body shall act as Conference Planning Committee provided it meets the requirements of Rule 2.1 of the present Rules.

Responsibilities of the Host Society

Rule 3

1. The National Society hosting the Conference (the “Host Society”) shall be responsible for its organisation, including arrangements for:
 - a) the venues for the meetings of the inauguration, plenary and closing sessions and for any working group meetings,
 - b) the transportation of the delegates to and from official meetings and events if their venue is different from the place where they are boarded,
 - c) the personnel for the secretariat of the Conference, including translators and interpreters when necessary,

- d) the provision of the audio visual and other equipment and other necessary items.
2. The Host Society shall obtain from its Government written assurance that visas will be issued as required, to the representatives of all the National Societies of the Statutory Region and the National Societies from outside the Statutory Region invited as observers.
3. The Host Society shall prepare and send to the National Societies of the Statutory Region the final report of the Conference.
4. It shall be the responsibility of the Host Society to ensure that all financial commitments of the Conference are met as per paragraph 1 of the present Rule including, as the case may be, additional commitments agreed in the Conference Planning Committee.
5. Further to Article 39 of the Constitution, the support offered by the Secretariat shall be in conformity with the Federation's strategies, policies and the priorities for the Secretariat set by the Governing Board.

Officers of the Conference
Rule 4

1. At its first plenary meeting, the Conference shall elect a Chairman, one or more Vice-Chairmen, a Secretary and a General Rapporteur. The persons so elected, together with the Vice-President from the Statutory Region and the Secretary General or his/her representative, shall constitute the Bureau of the Conference.
2. The elected Vice-President from the Statutory Region is ex officio a Vice-Chairman of the Conference.
3. The Chairman shall chair the plenary meetings. Until the Chairman is elected, the Conference will be chaired by the Chairman of the Conference Planning Committee.
4. On the request of the Chairman, or in the absence of the Chairman, one of the Vice-Chairmen shall chair the plenary meetings.
5. The Secretary of the Conference receives the documents and correspondence of the Conference and keeps the Chairman informed of all relevant matters during the Conference. The Secretary shall act under the general direction of the Chairman of the Conference or, where applicable, the Vice-Chairman. The Secretary shall assist the General Rapporteur in the drafting of the final report of the Conference.
6. The General Rapporteur, in collaboration with the Secretary and, as the case may be, the rapporteurs of the working groups established in accordance with Rule 13, shall coordinate the drafting of the recommendations and the final report. He/she shall be chairman of the drafting committee if the Conference decides to establish one.

7. For the duration of the Conference, the Bureau shall assist the chairman in organising the work of the Conference. It shall on the request of the Chairman or of its own motion advise the Chairman on any matter relating to the Conference.

Convocation

Rule 5

1. The Conference shall be convoked by the Host Society. The notice of convocation shall indicate the venue, opening date and duration of the Conference.
2. Not later than ninety days before the opening of the Conference, the Host Society shall dispatch to the National Societies of the Statutory Region and the other participants referred to in Rule 1.2, the notice of convocation together with the provisional agenda and any relevant documents available.

Provisional Agenda

Rule 6

1. The provisional agenda of the Conference shall be drawn up by the Conference Planning Committee and shall include among other items:
 - a) Roll Call
 - b) Election of the Chairman, Vice-Chairmen, Secretary and General Rapporteur
 - c) Adoption of the agenda and appointment of subsidiary bodies
 - d) Report on the implementation of recommendations of the previous Conference
 - e) Items which have been proposed by the Conference Planning Committee
 - f) Adoption of reports and recommendations
 - g) Any other item approved in the plenary during the Conference.
2. As a general rule, the Conference agenda shall conform with and support the implementation in the Statutory Region of the Federation's main strategy adopted by its General Assembly. It shall take into account the policies of the Movement and Movement issues relevant for the Conference.

Observations on the agenda

Rule 7

1. Any National Society may present observations on and amendments or additions to the agenda, to reach the Host Society at least thirty days before the opening date of the Conference.

2. The Host Society shall forward such observations, amendments and additions to the Planning Committee which will consider them in view of submitting a draft agenda to the Conference for approval.

Delegations

Rule 8

The names of the members of the Delegation of each National Society and the appointment of the Head of Delegation shall be communicated to the Host Society not less than thirty days before the opening of the Conference. The Head of Delegation shall be responsible to inform the Secretary of any change in the composition of the delegation.

Observers

Rule 9

1. The Conference Planning Committee may recommend that the Host Society invite as observers among others:
 - a) the National Societies of the Statutory Region not yet recognised or not yet admitted to the Federation and that have been invited to the most recent General Assembly,
 - b) National Societies and Vice-Presidents from other Statutory Regions, and National Societies from other Statutory Regions, not yet recognised or not yet admitted to the Federation and which have been invited to the most recent General Assembly,
 - c) Standing Commission of the Red Cross and Red Crescent,
 - d) International Committee of the Red Cross (ICRC),
 - e) Inter-Governmental and Non-Governmental Organisations.
2. When the Conference is discussing any matter of special interest to an organisation taking part in the Conference as an observer, that organisation may be permitted by the person chairing the meeting to make a statement. As a minimum, observers shall be given the seating arrangements, documents and speaking rights as for observers in the General Assembly.

Travel and Maintenance

Rule 10

Participants shall be responsible for their travel, accommodation, meals and all personal expenses. If so requested, the Secretariat may offer assistance to the Host Society in raising funds to contribute to the travel and accommodation costs for certain participants, on the basis of the Federation's Travel Assistance Regulations.

Pre-Conference meeting

Rule 11

The Conference Planning Committee may decide to hold a pre-conference meeting with the Heads of Delegations, among others, to:

- a) inform the Heads of Delegations of the details of the general programme and the provisional agenda,
- b) review the Rules of Procedure of the Conference,
- c) receive the nominations for the Conference Chairman, Vice-Chairmen, Secretary and General Rapporteur.

Opening and closing ceremonies

Rule 12

The Host Society may arrange opening and closing ceremonies open to delegates, observers and invited guests.

Working groups

Rule 13

The Conference, upon the recommendation of the Conference Planning Committee or the Conference Bureau, may establish working groups, define their mandate and composition, and elect their Chairman and Rapporteur. This may include a drafting committee.

Reports and recommendations

Rule 14

All reports and recommendations shall be submitted to the final plenary meeting for adoption by consensus.

Languages

Rule 15

The Conference Planning Committee shall determine the language(s) of the Conference in accordance with the Rules of Procedure.

Reports on the Conference
Rule 16

The report for the Governing Board referred to in Article 39.3 of the Constitution shall be prepared in close consultation with the Vice-President from the Statutory Region. In addition to the report of the Conference referred to in Rule 3.3, a report shall also be presented to the General Assembly by the Chairman of the Conference or, if unavailable, a representative of the Host Society.

The General Assembly will consider the recommendations from the Regional Conferences addressed to the statutory bodies of the Federation, together with the advice from the Governing Board or with the Board's report on the action it has taken itself to follow-up on such recommendations.

Follow-up to the resolutions of the Regional Conference
Rule 17

The Conference shall establish a mechanism to monitor the follow-up to the recommendations it has approved, or may authorise the Planning Committee for the next Conference to do so.

Final Provisions and entry into force
Rule 18

1. These Rules enter into effect as from the date of their adoption by the General Assembly. They may be modified by the General Assembly at any time provided the Board has been given a chance to give its advice.

2. These Rules shall be applied as minimum rules for all Regional Conferences. They may be completed with details as deemed relevant for each Conference, at the proposal of the Planning Committee and with the approval of the Conference. If there are any conflicts of interpretation or application then the present Rules shall prevail. Any terms defined in the the Constitution or the Rules of Procedure shall apply to these Rules.