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Procedure for Drafting, Clearance and Sharing of Records of the Meetings of the Working Group on the Transition Framework

Note to the Transition Framework Working Group members

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Working Group on the Transition Framework — First meeting
Rome, 4 May 2018

For: Approval

Recommendation for approval

The Working Group is invited to approve the proposed procedure for the drafting, clearance and sharing of records of its meetings, as contained in paragraphs 6 to 10 below.

Procedure for Drafting, Clearance and Sharing of Records of the Meetings of the Working Group on the Transition Framework

I. Background and rationale

1. At its 121st session in September 2017, the Executive Board approved the establishment of a Working Group on the Transition Framework. Subsequently, at its 123rd session, the Board approved the Terms of Reference of the Working Group as contained in document EB 2018/123/R.26/Rev 1.
2. The Working Group on the Transition Framework does not have separate rules governing its procedures, unlike the other subsidiary bodies of the Executive Board, i.e. the Audit and Evaluation Committees. In accordance with rule 11(3) of the Rules of Procedure of the Executive Board, the Board's rules apply mutatis mutandis to the proceedings of the Working Group:
 - "1. The Board may establish committees and other subsidiary bodies from among its members and refer to them any question for study and report. The President, with the approval of the Board, shall appoint members of such bodies. Each committee shall elect its chairman.
 2. Committees and other subsidiary bodies shall not vote but shall submit reports setting out the different views expressed in the body.
 3. Unless the Board decides otherwise, these rules shall apply, mutatis mutandis, to the proceedings of committees and other subsidiary bodies."
3. As a consequence, the provisions of rule 12 of the Rules of Procedure – which address the preparation of minutes of meetings – also apply to the Working Group on the Transition Framework. This rule provides, inter alia, the following:
 - "2. The draft minutes shall record the decisions of the Board and shall be circulated by the President to each member and alternate as soon as possible after the meeting, specifying a period within which corrections may be requested. If no such request is received within that period, the draft minutes shall be deemed to have been approved by the Board. In the event a request for corrections is received within the specified period, the President shall submit the draft minutes, together with the corrections requested, for approval to the Board at its next meeting or through other appropriate means.
 3. Any representative of a member or alternate may request that the views he expressed at a meeting be recorded in the minutes thereof."
4. The present document on proposed reporting procedures for the Working Group has been drafted based on the rules set forth above, and on the good practices and lessons learned from existing subsidiary bodies and working groups of the Board, such as the Audit and Evaluation Committees and the Working Group on the Performance-based Allocation System.

5. The Working Group is invited to consider the recommendations contained in the following section, and approve the proposed procedure for drafting, clearance and sharing of records of its meetings as described in paragraphs 6 to 10.

II. Recommendations

6. The procedures of the Working Group on the Transition Framework should be aligned with those of the Executive Board. Accordingly, the official record of the meetings of the Working Group will be the minutes, and these will be submitted to the Executive Board.
7. With this in mind, the Secretariat will endeavour to finalize the minutes of each meeting of the Working Group in time for submission to the subsequent session of the Executive Board. Prior to their presentation to the Board, the minutes will be shared with the Chairperson, and then with members of the Working Group for their approval.
8. Where there is ample time between a Working Group meeting and an Executive Board session, members will have two weeks within which to review the minutes and provide their comments. Should a meeting of the Working Group be held in close proximity to a Board session, the Secretariat will endeavour to share the draft minutes at the earliest possible opportunity, and will determine the review time available on the basis of internal clearance and language processing timelines. Typically eight working days are needed to process and post the minutes; therefore, if necessary, members may be requested to provide their comments within two days.
9. Should comments be made by Working Group members, the Secretariat will incorporate them and finalize the minutes as agreed. However, should such comments not be agreed upon in time to finalize the minutes prior to a Board session, they will be discussed at the following Working Group meeting. Once approved, they will be submitted to the subsequent Executive Board session.
10. The Working Group Chairperson will present an oral report¹ at Board sessions, summarizing the contents of the minutes.

¹ In the event that the minutes are not approved, the Chairperson will present an oral report based on the draft minutes, advising the Board of their unapproved status.