

9. Closed consultations should not, however, impede obtaining relevant input from Observers.

10. A closed consultation may be proposed by a Member or the Secretariat. As a best practice, closed consultations should be scheduled in advance of the meeting and be reflected in the agenda that is posted and made available to the public on the UN website.

11. If a closed consultation is proposed in advance of the meeting, and has not already been agreed to in the prior meeting, a decision will be taken by Members in accordance with the Committee's working methods. If a closed consultation is proposed at any time during the meeting, the proposal must be discussed in a closed consultation called by the Chairperson and

- Deciding, based on urgency, to reduce the normal ~~week~~ period for items to be

case the Chairperson may, at his or her discretion, extend the period for comment in the case of such Member.

(c) Information provided to the Committee by Observers⁴

23. Input or information from Observers or other stakeholders should be given appropriate consideration in the work of the Committee, especially where comments have been requested by the Committee.

24. Where comments have not been requested, information from Observers and other stakeholders will be reviewed and analyzed by the Secretariat and the Chairperson/Bureau to determine the relevance of the material in furthering the agenda and priorities of the Committee. Materials will only be circulated to Members which is determined by the Secretariat, in consultation with the Chairperson/Bureau, to be of significant relevance and usefulness to the work of the Committee.

25. The Secretariat may nevertheless circulate to individual Members materials (other than materials intended for the Committee as a whole) that they understand likely to be of particular interest to those Members.

26. Unless otherwise agreed by the Secretariat and the Chairperson, materials received from Observers and other stakeholders should only be ~~circulated~~ distributed to Members by the Secretariat, the Chairperson or the relevant Coordinator of a Subcommittee.

(d) Restriction on reporting on work of the Committee

27. There shall be no live reporting of a meeting⁵.

28. Any report on the work of the Committee⁶ including academic articles, should be done in a way that protects the identity of the speaker or discussants.

29. Members act in their personal capacity and their views should not be taken to be made on behalf of the State that nominated them.

30. The registration form for each session will include a notice on the restrictions on reporting on the work of the Committee.

VI. Organization of Work

(a) Provisional organization of work

31. The provisional organization of work will be drawn up by the Secretariat, in consultation with the Chairperson and the concerned Coordinator.

32. The provisional organization of work will identify the documents that will be discussed for each agenda item.

33. The provisional organization of work will clearly identify closed consultations, and indicate whether or not Observer States are invited to the closed consultation. To the extent possible, closed consultations should be planned in advance and communicated to Observers. As a general rule, one closed consultation will be scheduled on the first day to facilitate planning for the meeting.

⁴This section is not intended to apply to papers prepared by the Secretariat.

⁵This means, for example, live updating of social networks during the course of the meetings is not permitted.

⁶This includes the work of Subcommittees.

34. The provisional organization of work will be circulated to Members with the Agenda, no later than one month prior to the opening of the session.

(b) Proposed modifications and changes

35.

58. The Coordinator is responsible for determining the Observers ~~who~~ participants in the Subcommittee in consultation with the Chairperson, Members who are, or have expressed interest in, participating in the Subcommittee and the Secretariat. The initial list of participants in a Subcommittee must be presented to the ~~Committee~~ Committee for approval. Subsequent changes to the list of participants does not have to be approved by the Committee unless the proposed addition or removal of an Observer is opposed by a Member who is participating in the Subcommittee.

59. The Coordinator is responsible for informing the Secretariat of any changes to the participants of a Subcommittee as soon as possible.

60. The Coordinator is responsible for identifying significant issues, and particularly those that are contentious, that arise during Subcommittee discussions and for bringing those issues to the attention of the Committee for guidance and/or approval.

61. The agenda for a Subcommittee meeting will be prepared by the Coordinator of the Subcommittee, after consultation with the Secretariat, and the participants of the Subcommittee, as necessary.

62. Participation of ad hoc observers in a meeting will be approved in advance by the Coordinator, in consultation with the Secretariat, and participants in the ~~Committee~~ Subcommittee should be advised of such decision in advance of the meeting.

63. The Coordinator will ensure that the agenda and the documents are circulated to participants of the Subcommittee and ad hoc observers, if any, in advance of the meeting.

(f) Operation of Subcommittees

64. Where possible ~~Sub~~ subcommittees will advance work through the use of conference calls and e-mails/electronic means to ensure the participation of as many participants of the Subcommittee as possible. It is recognized, however, that ~~face~~ face meetings may also be necessary for the efficient ~~operation~~ operation of the Subcommittee.

65. Meetings and conference calls should be organized at times and locations so as to have the participation of the maximum number of Subcommittee participants and in particular participants from developing countries. Where ~~possible~~ possible Subcommittees should also plan meetings on the margins of Committee meetings.

(g) Duties of Subcommittee participants

- Subcommittee participants are expected to actively participate in, and support, the work of the Subcommittee in fulfilling its mandate

VIII. Role of Observers⁹

66. Observers are invited to participate in the work of the Committee and its Subcommittees without the right to vote.

⁹ Representatives of t

67. Observers are also subject to the rule on reporting on the work of the Committee (see section V(d)).

IX. Role of UN Secretariat

68. In addition to the particular tasks otherwise set out in the Rules of Procedure and Practices and Working Methods, the role of the UN Secretariat is to support the work of the Committee and Subcommittees.