

# **RULES OF PROCEDURE OF THE PRIVATE SECTOR CONSULTATIVE BOARD**

## **ESTABLISHMENT OF THE PRIVATE SECTOR CONSULTATIVE BOARD**

The Council shall, in accordance with **Paragraph 11** of the Agreement Establishing the Terms of Reference of the International Jute Study Group (hereinafter referred to as the “*Group*”), establish a Private Sector Consultative Board (hereinafter referred to as the “*Consultative Board*”) with a view to encouraging the active participation of experts from the private sector in the work of the Group and to promoting a continuous dialogue among experts from the jute industry and trade sectors and make recommendations to the Council in matters related to the Terms of Reference of the Group.

### **I. COMPOSITION OF THE CONSULTATIVE BOARD**

#### **Rule 1:**

The *Consultative Board* consists of Associate Members of the *Group*.

#### **Rule 2:**

Other private and public sector entities which are non-associate members, such as:

- (a) Associations from the trade and industry;
- (b) Jute producers'/importers'/exporters' organisations;
- (c) Jute research institutes; and
- (d) Other associations, non-government organisations, institutions or entities having an interest in the jute economy;

which express a relevant interest, may participate by invitation.

#### **Rule 3:**

The *Consultative Board* may invite eminent experts or personalities of high standing in a specific field, to participate in its work.

#### **Rule 4:**

The *Consultative Board* shall elect from amongst its members a Chairman and three Vice-Chairmen.

## II. MANDATE OF THE CONSULTATIVE BOARD

### Rule 5:

The *Consultative Board* shall set up rules necessary for its functioning consistent with the provisions of the Agreement and notify them to the Council.

### Rule 6:

The *Consultative Board*, acts in an advisory capacity to the Council, within the framework of the provisions of the Terms of Reference of the *Group*.

### Rule 7:

The *Consultative Board* may set up ad hoc working groups to assist in fulfilling its mandate provided that their operating costs have no budgetary implications for the *Group*.

### Rule 8:

The Secretary General of the *Group* shall assist the *Consultative Board* as appropriate. He shall be invited to all meetings of the *Consultative Board*.

## III. MEETINGS OF THE CONSULTATIVE BOARD

### Rule 9:

The Chairman of the *Consultative Board* calls the meetings of the *Board* except for the first meeting which shall be called by the Secretary General of the *Group*. The *Consultative Board* shall meet at least once a year with additional meetings to be called in consultation with the Secretary General of the *Group*. If possible, the meetings of the *Consultative Board* should be held concurrently during the Meetings of the Council.

### Rule 10:

The *Consultative Board* may meet in a country other than the country of the Headquarters of the *Group*. In such a case, the hosting organisation(s) or entity(s) shall bear any additional costs arising out of holding such a meeting.

**Rule 11:**

The Chairman of the *Consultative Board* shall establish the agenda for the meetings in consultation with the Secretary General of the *Group*.

**Rule 12:**

The *Consultative Board* shall submit regular reports to the Council on the proceedings of its meetings.

**Rule 13: Representation**

Each member of the *Consultative Board* shall be represented by one delegate and by such alternate delegates and advisers as may be required.

**Rule 14: Credentials**

The names of delegates and the names of alternate delegates and advisers shall be submitted to the Secretariat normally before the opening of the meeting they are attending.

**Rule 15: Transmission of Communications**

Each associate member shall notify the Secretariat in writing the name of the person and the address to which all notices and other communication regarding the work of the *Consultative Board* and the Working Groups shall be sent. Keeping in mind the cost of sending documents; notices and documents shall be sent normally by e-mail/ordinary post. Any notice or communication forwarded to the person so designated shall be deemed to have been delivered to the member concerned. Whenever there is a change of the person so designated, the Secretariat shall immediately be notified in writing.

**Rule 16: Presiding Over Meetings**

The Chairman shall ordinarily preside over all the meetings of the Private Sector Consultative Board. If the Chairman of the *Consultative Board* is absent from a meeting or any part thereof, one of the Vice-Chairmen shall act in his place. In the temporary or permanent absence of both the Chairman and Vice-Chairman, the *Board* may elect new office bearers either on temporary or permanent basis. The Vice-Chairman acting as Chairman shall have the same power and duties as those of the Chairman.

**Rule 17: Convening of Meetings**

The Secretariat shall send to each member of the *Consultative Board*, a written notification of the date and place of each meeting of the *Consultative Board* together with the provisional agenda, preferably one month prior to the date of such meetings. All agenda documents should normally be made available to members two weeks prior to the date of the meeting.

**Rule 18: Quorum**

There shall be [no] requirement of quorum for any of the *Consultative Board* meetings.

**Rule 19: Conduct of Meetings**

- a) In addition to exercising the powers conferred upon him elsewhere in these rules, the Chairman shall declare the opening and closing of each meeting, direct the discussions, ensure observance of these rules, grant the right to speak and announce decisions. He shall have control over the proceedings of the *Consultative Board* and over the maintenance of order at its meetings.
- b) No person may address the *Board* without having previously obtained the permission of the Chairman. The Chairman shall ordinarily call upon speakers in the order in which they signify their desire to speak. The Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion and may direct that such remarks shall not appear in the records of the meeting. The principal officers of the *Group* may be accorded precedence to speak for the purpose of clarifying any matter.
- c) During a discussion of any matter a delegate may raise a point of order, which shall immediately be decided by the Chairman. A delegate rising to a point of order may not speak on the substance of the matter under discussion.
- d) The Chairman may, in the course of the discussion, propose to the *Board* a limit on the time to be allowed to speakers and on the number of times each delegate may speak on any question. When the debate is limited and a delegate has spoken his allotted time, the Chairman shall call him to order without delay.
- e) Proposals and amendments shall normally be introduced in writing and handed to the Secretariat, who shall circulate copies to the members. As a general rule, no proposal shall be discussed at any meeting of the *Consultative Board* unless copies of it have been circulated to all members. In the absence of any objections, the Chairman may, however, permit discussion and consideration of proposals or amendments, even though these proposals or amendments have not been circulated.

**Rule 20: Decisions and reports of the proceedings of the Consultative Board**

The decisions taken during a meeting of the *Consultative Board* shall be read out at the end of the meeting and shall be sent to all members within two weeks. At the end of the meeting a draft report on the proceedings of the meeting shall be prepared by the Secretariat and circulated to the members.

**Rule 21: Recommendations of PSCB**

All recommendations of the *Consultative Board* shall, as far as possible, be made through consensus.

**Rule 22: Languages of the Consultative Board**

The working language of the *Consultative Board* shall be English.

**Rule 23: Recommendations on Issues Without A Meeting**

The Chairman of the Consultative Board may make recommendations to the Council after ascertaining the views of the members through post, e-mail or fax as may be convenient. The Chairman will submit such recommendations to the Secretary General of the IJSG and shall state the reasons for adopting this procedure along with details of consultations held with members.

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