REPORT
OF
MEETING OF THE
HEADS OF ACP REGIONAL ORGANIZATIONS
AND CHIEF REGIONAL EPAS NEGOTIATORS AT SENIOR
OFFICIALS LEVEL

ACP HOUSE, BRUSSELS 19 – 20 OCTOBER 2011
1. The Heads of ACP Regional Organizations and Chief regional EPA negotiators at regional level met at ACP House in Brussels on 19 – 20 October 2011

2. The meeting observed a one minute silence in honour of the late African Union Commissioner for Trade and Industry, Mrs. Elizabeth Tankeu who passed away on 16 October 2011 at a hospital in Paris, France following a long illness.

3. Dr Mohamed Ibn CHAMBAS, Secretary-General of the ACP Group of States delivered a welcoming statement. The opening statement is attached.

4. The meeting was chaired by H.E. Mr Sindiso Ngwenya, Secretary-General of COMESA who also delivered a statement.

5. The meeting was attended by the Vice Chairman of the Africa Union Commission, Mr. Erastus Mwencha, and Heads of ACP regional Organizations, namely Amb. Irwin LA ROCQUE - Secretary-General – CARICOM/CARIFORUM; Sir Tuiloma Neroni SLADE - Secretary-General – Pacific Island Forum Secretariat (PIFS); General Louis-Sylvain GOMA - Secretary-General – ECCAS, and Dr Julius Tangus ROTICH, Deputy Secretary-General of East Africa Community as well as representatives from CEMAC, COMESA, ECOWAS, IGAD, IOC, OECS, SADC, and UEMOA. Chief EPA Negotiators at technical level were represented by Botswana (SADC); Cameroon (Central Africa), and Tonga (PACIFIC ACP States). The full list of participants is attached.

6. The meeting considered the report of Senior Technical Experts and held three interactive sessions

1 Consideration of Senior Technical Experts report

7. The following issues were discussed:

Establishment of a coordination mechanism for ACP regional Organization Committee

8. The meeting considered and adopted the Framework of the ACP Inter-Regional Organization Coordination Committee (ACP-IROCC) contained in document ACP/61/050/11 Rev 4. (see attached).

9. The core role of the ACP-IROCC is to provide a forum for dialogue and sharing experiences for the ACP regional organizations, and to support timely, effective, efficient and coordinated programming and implementation of their programmes.
10. The meeting took note of the preliminary draft rules of procedures contained in document ACP/61/060/11 Rev.2. ROs agreed to present proposals for amendments, if any, to the ACP Secretariat by end of November 2011, after which the Secretariat will finalise the draft by December 2011. The rules of procedure will be adopted at the subsequent meeting of the Committee.

11. Concerning the role and responsibility of the ROs in the implementation of the second revised Cotonou Agreement, participants:

(i) took note of the new areas identified for the ROs namely Articles 8 (political dialogue), 28 (regional cooperation and integration) and 30 (capacity building in support of ACP regional cooperation and integration);

(ii) on Article 12 (b) of Annex IV, agreed on the need to review it, at the appropriate time, in order to make it possible for ROs to access intra-ACP funds;

(iii) with respect to Article 8 on political dialogue, at regional and continental levels, agreed on the need to share experiences and exchange information at their regular meetings, as necessary;

(iv) proposed that Heads of ROs should be facilitated to observe the ACP DFC Ministerial Committee as well as ACP Council;

(v) The ACP Secretariat was requested to prepare a briefing note on all the above issues for the attention of ROs.

Cooperation between the European Union and regional Organizations

12. Presentations were made by the various ROs on their cooperation with the European Union, including on the state of progress on regional integration in the context of EDF support. On the whole, EU remains an important player in the integration progress achieved by ROs in ACP States.

13. The following common problems were identified:

(i) the Cooperation is constrained by delays in the entire programming process;

(ii) the paucity of capacity in most ROs and some EU delegations;
(iii) lack of flexibility in EU procedures;

(iv) failure for some regions to qualify for contribution agreements;

(v) subjectivity in the application of the 4 pillar assessment methodology;

(vi) lack of complementarity between the NIPs and RIPS leading to incoherence between the two instruments and between regions and Member States;

(vii) internal EU rules such as the QSG; and

(viii) difficulty in TCF utilization for capacity building.

14. To address the above problems, the Heads of ROs recommended that:

(i) There is need for strengthened coordination to address the multiplicity of actors in the programming process;

(ii) With regard to the contribution agreement, the 4 pillar assessment should be undertaken jointly in the spirit of partnership and should focus more on the ability of ROs to efficiently and effectively utilize and account for resources at their disposal for the benefit of Member States. ROs agreed to make proposals for criteria to be used for assessment;

(iii) There is need to enhance complementarity between NIPs and RIPS taking into account need for flexibility;

(iv) QSG evaluations should be transparent and reasons for rejection of projects must be clearly explained and justified;

(v) The ownership and utilization of TCF in the regions should improved.

15. On the current MTR process, the meeting observed that the regional 10th EDF mid-term review process has not been conducted jointly in most regions and conclusions effected unilaterally, which does not reflect the spirit of the partnership.

16. ROs expressed concern they could be penalized for low disbursement levels. They noted the strategy papers were signed late, which led to a delay in the commencement of project implementation. In this regard, foreseen projects already in the pipeline up to 2013 should be considered in evaluating regional performance and needs.
17. ROs recommended that regions which seek to alter their priorities as a result of regional or global developments should be facilitated without losing their allocations.

18. The MTR should serve as a lesson and basis for the programming and implementation of the 11th EDF. ROs noted that the use of end of term reviews to inform subsequent programming seriously delays the preparations for future programmes.

19. ROs recommended that prior to signing off the MTR, they should meet to agree on a common approach, in particular on aspects that may be related to the 11th EDF, which has been proposed by the EC.

20. Where resources may need to be reallocated following the MTRs, ROs concerned should have a say on the alternative use of their allocations in order to respect the joint nature of the exercise.

21. The meeting recommended that MTRs should be effectively jointly conducted between ROs and EU Delegations throughout all the processes including the drafting of TORs, procurement of consultants and their supervision.

Synergies and collaboration between the ACP Secretariat and the ROs

22. On Intra-ACP Cooperation-10th EDF Strategy Paper and Multi-annual indicative Programme 2008 – 2013, as presented by the Secretariat, ROs were informed that request to finance an action from Intra-ACP envelope is either centralized (when submitted by ACP Council of Ministers or the ACP Committee of Ambassadors) or decentralized (when they are submitted by at least 3 duly mandated regional bodies or organizations belonging to different geographic regions or at least 2 ACP States from each of the 3 regions, in accordance with Article 12(b) of the Cotonou Agreement.

23. The objectives in the strategy paper are to provide effective assistance for the achievement of the ACP States' objectives and priorities in the context of regional cooperation and integration notably inter-regional and intra-ACP cooperation.
24. All ACP initiatives cover Climate Change; Infrastructure; Science and Research; Education and Culture; Migration policy; Trade and Private Sector and Health Activities.

25. Challenges identified included - problem of promoting visibility of ACP in the implementation of funded programmes; How to enhance complementarities between funded programmes with those financed through RIPs and NIPs; few ACP firms are involved in projects implementation; demand-driven as a dominant mode; and how to improve collaboration with Civil Society Organizations.

26. ROs requested for systematic exchange of information including in the design of future RIPs and intra-ACP Programmes.

EDF/ERDF Cooperation

27. Concerning the 17th Conference of Presidents of the outermost regions that will take place from 3 - 4 November 2011 in Martinique, ROs expressed interest to participate. Most of these DOMs and OCTs neighbour ACP regions and previous trade relations were informal. However, the conclusion of EPAs would formally create a bilateral relationship akin to the EPA arrangements between the ACP States and the EU, since they belong to EU Member States (UK, France and the Netherlands).

Aid effectiveness

Regional dimension

28. Taking account of the regional dimension in the aid effectiveness agenda is a recommendation by the 9th meeting of the National and Regional Authorizing Officers held in April 2011. The ACP Group felt that since the discussions on aid effectiveness did not adequately reflect the regional dimension of development cooperation, it wanted the regional organizations to be signatory to the Busan document.

29. The meeting took note of the progress in the preparation 4th high level Forum. It was informed the third draft of the Busan Outcome document was issued following the 6 – 7 October 2011 meeting of the OECD Working Party held in Paris and where the regional dimension is now captured following inputs from IRCC, CARICOM, Pacific Forum and AU-NEPAD.
30. The meeting recognized the application of the Paris Declaration at the regional level calls for reforms and the definition of specific modalities such as the establishment of systems and procedures for implementation.

Developments in South-South cooperation

31. The conclusions of the symposium on South-South cooperation and the meetings held in the framework of the Working Group on aid effectiveness have demonstrated that aid effectiveness is a tangible reality. The regional organizations could serve as a vehicle for the promotion of South-South cooperation through information and competence sharing and mobilization of funds.

32. The meeting called on the regional organizations to get more involved in South-South cooperation which is presented as the main arm of development cooperation.

Recommendations in view of the 4th high level forum in Busan

33. The meeting called for the establishment of mechanisms that will properly monitor the effectiveness of aid at regional level.

34. The Regions were invited to submit their inputs with a view to reaching a common ACP position on aid effectiveness in anticipation of the Busan Forum.

Trade matters

35. ROs took note on the state of play on the EPA process in the regions. Most reaffirmed their commitment to concluding a development friendly EPA. However, problems faced by regions had not dissipated as the EC negotiators have continued to be inflexible in many fronts.

36. Discussions on development aspects of the EPAs, export taxes, MFN Clause, and product coverage as well as transition period are not yet concluded and are still outstanding for most regions. Other areas include the need to deal with administrative procedures to achieve cumulation and how to deal with excluded products under the rules of origin.

37. On the implementation of EPAs by the CARIFORUM region, which is the only region that has concluded an EPA, it was observed that States were at different stages due mainly to capacity constraints. An EPA implementation Unit has been set up in CARIFORUM to assist Member States in the implementation of EPAs. On contradictions identified in the CARIFORUM texts related to tariff liberalization
schedule, Regional configurations were advised to be extremely vigilant in the finalization of EPA treaty documents. For CARIFORUM, these discrepancies will have to be addressed in the context of the comprehensive review foreseen after five years.

38. ROs observed that where resources have been allocated for EPA implementation and capacity building, they were not adequate.

39. In the area of trade in services, conclusion of MRAs is critical for the regions to effectively supply services in the EU.

Withdrawal of market access regulation

40. The meeting took note of a legal opinion on the EC proposal to withdraw market access benefits from countries that will not have adopted EPAs as from 1 January 2014. The opinion in effect expressed the view that the EC action had violated Article 25 (2) of the Vienna Convention on Law of Treaties¹. In this regard, ACP may wish to bring this to the attention of EU Member States and MEPs with a view to stopping the adoption of the proposal.

41. The meeting was of the view that the objective of the EC action was to place undue pressure on the regions concerned. The spirit of the partnership should be to ensure that content and not timing determines the conclusion of the EPAs.

42. The meeting recommended that the ACP Secretariat should explore the consequences of this withdrawal on ACP States concerned and its repercussion on the integration process. ROs were invited to provide inputs to the ACP Secretariat, in this regard.

WTO Process

43. Preparations for the 8th WTO Ministerial Conference are being made using two tracks – one led by the Director-General and the other by the Chair of the General Council. However, the WTO Doha negotiations have completely stalled and the expected early harvest that would have included DFQF for LDCs is no longer under discussion.

¹ "Unless the treaty otherwise provides or the negotiating states have otherwise agreed, the provisional application of a treaty or part of a treaty with respect to a state shall be terminated if that state notifies the other states between which the treaty is being applied provisionally of its intention not to be come a party to the treaty"
44. The Chair of the General Council has developed a matrix using three clusters of issues, namely importance of the Multilateral trading system and the WTO; Trade and development and Doha Development round. Under these, issues will be categorized under reports for noting; Decisions or Political guidance (under which a declaration may be issued).

45. With the stalling of the Doha process, some developed countries appear to be focusing on the conclusion of plurilateral agreements on subjects of interest to them. This would undermine the single undertaking principle and ROs recommended that ACP States should not support this.

46. Some developed countries also seem keen to divert attention to the so-called 21st Century issues, which include trade and exchange rates, investment, competition, energy and food security. ROs recommended that ACP States should not lose sight of outstanding issues of the 19th and 20th Century even as other issues are brought into the WTO agenda.

**Hub and Spokes project**

47. Recognizing its useful contribution to the work of the ROs and Member States in the area of trade capacity building, the meeting recommended that the project which is supposed to end in June 2012 should be extended. In this regard, funds should be sought from intra-ACP resources following the MTR. Appropriate measures should be taken by the Secretariat for the continuation of an all-ACP trade programme including the Hub and Spokes Project.

**Participation of ACP States in international trade**

48. The meeting took note the joint UNCTAD/ACP Secretariat report on the participation of ACP States in international trade ([Doc ACP/61/055/11](Doc ACP/61/055/11)). It emerged that ACP States are highly open and thus dependent and equally vulnerable to international trade.

49. ROs reiterated the need for a study on the feasibility of establishing an all-ACP FTA with a view to enhancing intra-ACP trade.
II INTERACTIVE SESSIONS

50. The meeting held (four) interactive sessions with:

50.1. The Chief Operating Officer of the European External Action Service, Mr. David O'Sullivan;

50.2. The Chairman of the ACP Ad Hoc Working Group on the future perspectives of the ACP Group, Amb Patrick Gomes;

50.3. The European Development Commissioner, Mr. Andris Pielbags and

50.4. The European Trade Commissioner, Mr Karel de Gucht.

51. Issues that emerged are as follows:

51.1. Concerning the future perspectives of the ACP Group, the meeting recommended that Heads of ROs

(i) should sensitize their Member States about the ongoing process of reflection; and

(ii) should participate in the intensive consultations including hearings and interviews at regional level, in order to factor in their views on what they consider important to enhancing the ACP Group's relations with Europe and beyond.

51.2. The Lisbon Treaty is focused on the functioning of the European Union in order to have a single voice in international arena.

- EC delegations have now been transformed into EU delegations.

- The EC has launched proposals for the future of development policy and budget support. The EC is in the process of consultation and negotiations with EU member states. It is important for the RO and ACP to engage in this policy dialogue so that ACP views are taken into consideration.

- Despite the financial crisis in the Eurozone, the EU is committed to maintaining its current level of development cooperation, and to fulfill its commitment of contributing 0.7 percent of its GNI to Development Assistance.
• Budget support remains important with regard to implementing development policy and ROs and the Commission should continue to use this modality to deliver development assistance, however with conditions that take account of partner country specificities.

• The EC was concerned about the low utilization of the regional envelopes. The importance to commit these resources was emphasized as a means to convince EU member states and tax payers to consider any increase in future resource requirements.

• The urgency for regions to spend their respective envelopes was highlighted as it would be difficult to convince EU Member States and budget authorities to scale up levels of development cooperation in the next financial perspective.

• ROs were encouraged to engage with EU services to identify and remove the bottle-necks in order to fully commit their respective regional envelopes.

• The EC recognized the complaints about the cumbersome EDF procedures and assured the ROs that some of these procedures are necessary for control and accountability purposes. ROs were called upon to convey their concerns to the Commission and to see how they can be resolved, before the next financial perspective.

• With regard to the proposals for the EDF 11, ACP was invited to engage with EU Member States and Parliament and provide their views so as to shape the future of the EU Multi-Annual Financial Perspective.

• ROs should focus on fewer sectors and enhance coordination and complementarity between RIPS and NIPs.

• On EPAs, Commissioner Karel de Gucht observed that the negotiations are in fairly good shape, and although a number of issues remain to be solved, the EC will continue to explore and apply flexibility where it is reasonable, in line with the development promise. However, movement must be on both sides.
• It was observed that the current global trade environment is encouraging some countries to resort to protectionism, which is an unwelcome development.

• The conclusion of EPAS must be based on tangible benefits for the Countries and regions concerned for Politicians to be able to defend the final outcome.

• The Africa Union has agreed that the theme for the next Summit will be on trade with the objective of setting up an all Africa free trade area.

• The EU should come up with rules of origin that facilitate full cumulation by treating Africa as one region.

52. ROs agreed to submit to the ACP Secretariat comments on how to simplify EDF procedures.

53. At the end of their deliberations, it was decided that the Co-chairs of the ACP-IROCC will consult to determine the venue and date of the next meeting.
FRAMEWORK FOR THE ACP INTER-REGIONAL ORGANISATIONS COORDINATION COMMITTEE (ACP IROCC)
1. Background

During the ACP NAO and RAO meeting held in Brussels in April 2011, the regional organisations of the ESA-IO region, grouped under the umbrella of the IRCC, initiated a meeting of all the ACP regional organisations participating in the 10th EDF regional envelope to define positions of common interest with regard to the NAO-RAO meeting’s agenda. The IRCC initiative and the resulting contributions to the NAO-RAO meeting were highly appreciated by the regional organisations (ROs), as well as by their Member States and the ACP Secretariat.

As a result, the meeting of NAO and RAO Senior Officials (Brussels, 11th and 12th April) recommended, and the ministerial meeting of 14th April 2011 subsequently agreed, that a mechanism for consultation among the ACP ROs should be formalised.

The Secretary General of the ACP Group was mandated to take the necessary steps to implement this decision. The present framework aims to lay out the role and the functioning of the ACP Inter-Regional Organisations Coordination Committee (ACP IROCC).

2. **ACP Inter-Regional Organisations Coordination Committee (ACPirocc)**

2.1 Role of the ACP IROCC

The core role of the ACPirocc is to provide a forum for dialogue and the sharing of experiences for the regional organisations of Africa, the Caribbean and the Pacific, and to support timely, effective, efficient and coordinated programming and implementation of their programmes.

The role of the ACP IROCC is therefore elaborated under the following 3 main headings:

1. Platform for the sharing of experiences on regional integration and cooperation agendas with the ACP Group;
2. Effective mobilisation of resources for regional integration and cooperation, including the Aid Effectiveness Agenda;
3. Contribution to Regional and Intra-ACP programming, monitoring and evaluation of EDF resources.

This Framework is meant to reflect the dynamic and flexible nature of the ACP IROCC, which is pro-active, to adapt to the changing environment in which the ROs operate with their Member States, as well as with their strategic partners, including donors.

The following should therefore be viewed as the ACP IROCC’s immediate and medium-term priorities, to be updated on a regular basis.
2.1.1 Platform for the sharing of experiences on regional integration and cooperation agendas within the ACP Group:

Provide a forum for ROs to enable them to:

- review methodologies to support the transposition issue (defined as the process whereby an RO Member State gives force to a regional integration/cooperation commitment that it has made, by adopting appropriate implementation measures)

- exchange views on regional integration;

- review methodologies on the monitoring of regional integration progress.

- discuss global issues and any other issues of common interest.

2.1.2 Effective mobilisation of resources for regional integration and cooperation, including the Aid Effectiveness Agenda within the ACP Group:

- **Mobilisation** of Resources for regional integration and cooperation.

- **Diversification of Partners**: prepare ROs for dialogue with partners, building on the work of ACP and other researchers and think-tanks;

- **Aid Effectiveness**: provide inputs for all documents relating to the regional dimension of aid effectiveness and to its dissemination.

2.1.3 Contribution to Regional and Intra-ACP programming, monitoring and evaluation of EDF resources:

- Regularly give advice to the ACP/EU consultative and decision–making organs on matters of common interest to regional organisations:

- Provide guidance on the implementation of Articles 8, 13, and 21 of the Cotonou Partnership Agreement

- Contribute to work on post-10th EDF mechanism to support the financing of regional integration and cooperation: including contributing to drafting guidelines for 11th EDF programming and financial regulations for the 11th EDF.

2.2 Structure and functioning of the ACP IROCC

The ACPIROCC will comprise the ACP Secretary General, the Chairperson of African Union and the Heads of the ACP Regional Integration Organisations, or their authorised representatives, as well as 2 staff members (maximum) from each organisation.

The ACP IROCC will meet in ordinary session once per year and, if need be, in special session.
At each of its meetings, the ACP IROCC will agree on a work plan for the next semester or annual period, and each meeting will start with a progress report. The work plan will clearly identify timelines and the allocation of responsibilities, including financing modalities.

To achieve its set objectives, the ACP IROCC may invite third parties to attend its meetings as observers or as experts.

The ACPIROCC may, whenever required, seek expert assistance to help in the preparation of its positions papers.

The Secretary-General of the ACP Group will be the permanent Chair of the ACP IROCC and the ACP Secretariat will act as its Secretariat. A Co-Chair will be designated from the members on a rotating basis.

2.3 Funding of the ACP IROCC

Resources will be mobilised by the Co-chairs.

2.4 Adoption

This framework shall be adopted by the Committee of Ambassadors.
RULES OF PROCEDURE FOR THE AFRICAN CARIBBEAN AND PACIFIC GROUP AND INTER-REGIONAL ORGANIZATIONS COORDINATION COMMITTEE (ACP IROCC)
RULES OF PROCEDURE FOR THE AFRICAN CARIBBEAN AND PACIFIC GROUP AND INTER REGIONAL ORGANIZATIONS COORDINATION COMMITTEE (ACP IROCC)

PREAMBLE:

HAVING REGARD to the Georgetown Agreement establishing the ACP Group

HAVING REGARD to the Agreement amending for the second time the Partnership Agreement between Members of the African Caribbean and Pacific Group of States of the one part and the European Community and its member states of the other part;

HAVING REGARD TO the decisions of the Ministerial NAO/RAO meetings held on 13 and 14 April 2011 in Brussels,

The ACP-ROs have hereby adopted the rules of procedure for the conduct of their meetings as set forth hereunder.

Rule 1
Title

These Rules may be cited as the Rules of Procedure of the ACP Inter Regional Organizations Co-ordinating Committee (ACP-IROCC).

Rule 2
Definitions

In these Rules, unless the context otherwise requires, the expression:

- “ACP” means the Africa, Caribbean, Pacific Group;
- “Chairman” means the Chairman of the ACPIROCC pursuant to rule 6;
- “invited organisation or expert” means an organisation or expert invited to contribute to a particular meeting or to a specific agenda point;
- “ACPIROCC” means the African Caribbean Pacific Group Inter Regional Organizations Co-ordinating Committee;
- "member" means a duly mandated inter regional organisation participating in the ACPIROCC;
- “Observer” means any person or organization granted such status and as defined in the Framework of ACPIROCC;
- "Secretariat” means the ACP Secretariat of the ACPIROCC based in Brussels, Belgium.
Rule 3
Responsibilities and tasks;
Terms of Reference and Rules of Procedure

1. Responsibilities and tasks of ACP IROCC are defined in the Framework.

2. The Framework takes precedence over the present rules of procedure in defining responsibilities, tasks, composition and operations of the ACP IROCC.

Rule 4
Composition

1. The composition of the ACPIROCC Bureau shall be the Chair, the Co-chair and the rapporteur

2. A meeting of the ACPIROCC shall normally consist of at most three representatives of each member. Each member will appoint for each meeting a Head of Delegation (its Chief Executive or his/her representative) who will have all the necessary powers and authority to act fully on its behalf.

3. The ACP Secretariat shall fund the participation of one representative while the participating Regional organization shall bear the cost of the remaining two participants. If a member deems it necessary to increase its number of representatives, it will bear the costs of this additional representation.

4. An observer will be represented by one representative who will participate using his/her own budget.

5. Other organizations and experts will be invited at the discretion of the Chair of the ACPIROCC. Their expenses will in principle not be borne by the Secretariat budget although the Chair might decide otherwise on a case by case basis.

Rule 5
Frequency, Venue and Costs of Meetings

1. The ACPIROCC shall meet at least once a year.

2. All meetings shall be convened by the Chairman. The invitations to the meetings to members, observers, invited organisations and experts shall be issued by the ACPIROCC Secretariat in consultation with the Chairman.

3. The meetings shall be held at dates and places determined by the Chairman in consultation with the Secretariat.
4. The costs for holding meetings shall be charged from the Secretariat budget whenever the appropriate resources are made available and with a maximum of three representatives per member.

**Rule 6**  
**Chairman and Vice-Chairman**

1. The Secretary General of the ACP Group shall be the permanent Chair of the ACPIROCC while a CoChair shall rotate on an annual basis, in alphabetical order. The Co-Chair shall hold office for a term of one year.

2. If the Co-Chairs will share the responsibility of presiding over the meeting.

3. If the Co-Chairs are absent from a meeting, members present shall elect one of their own to preside over the meeting subject to availability of a quorum.

4. If the term of office of the Co-Chair is due to expire at anytime before the next meeting or when a meeting is being held, the Vice-Chairman shall continue in office until the next meeting is held or the conclusion of the meeting as the case may be. For the purpose of this paragraph, a meeting shall be concluded when it is adjourned *sine die*.

**Rule 7**  
**Provisional Agenda**

1. The ACPIROCC Secretariat shall prepare, in consultation with the Chairman, the provisional agenda of the meetings and ensure its receipt by the members at least four (4) weeks before the meeting to which it relates.

2. Additional items may be placed on the provisional agenda of a meeting by a member giving notice thereof of at least two (2) weeks to the Secretariat who shall immediately inform the Chairman and the members.

3. The Chairman may, in consultation with the rest of the members, at any time, add items to the provisional agenda of the meeting.

**Rule 8**  
**Quorum**

1. The quorum for the meeting shall be a two third majority of the ACP regions, and shall include the Pacific or the Caribbean regions.

2. Where there is no quorum, the meeting shall be adjourned to a date, venue and time to be agreed and at the next meeting members present shall form a quorum and transact business subject to sub rule 3 below.

3. Decisions to review the Framework of the ACPIROCC, its rules and procedures shall require the presence of all ACPIROCC members.
Rule 9
Decisions

1. The acts of the ACPIROCC shall be in the form of decisions, recommendations, resolutions or declarations and shall be adopted by consensus amongst members.

Rule 10
Conduct of Business at Meetings of ACPIRC

1. At the beginning of each meeting, the ACPIROCC shall adopt its agenda.

2. The Chairman shall open and close the meetings, direct discussions, give speakers the floor in the order in which it is requested, submit matters under discussion for decision, announce the decision and rule on questions of procedure in accordance with (i) the Framework, and (ii) these Rules.

Rule 11
Dispatch of Business at times when the ACPIROCC is not Meeting

1. The ACPIROCC may make provisions for the dispatch of business at times when it is not meeting.

2. The provisions that the ACPIROCC may make under paragraph 1 of this Rule may, if it so determines, include arrangements under which the exercise of any function of the ACPIRC is delegated, subject to such conditions as the ACPIROCC may specify, to the Chairman or a member or to the ACPIROCC Secretariat.

3. The ACPIROCC may decide at one of its meetings to dispatch certain specific business (such as providing comments on reports) through a written procedure. The ACPIROCC will at its meeting decide on the specific modalities for each case.

4. In between meetings the Chair, through the ACPIROCC Secretariat, may at any time propose a written procedure for raising urgent issues.

Rule 12
Secretarial Services of the Meetings of the ACPIROCC

1. The secretarial services of the meetings shall be provided by the ACP Secretariat based at the ACP House in Brussels, who shall keep the Summary record) and shall, as soon as possible, transmit copies of the same to all members. Members shall comment on the Summary record within ten (10) working days of their submission failure of which the same shall be deemed to be a true record of the proceedings.
Rule 13
Languages

1. The working languages of the ACPIROCC meetings shall be English and French. The Secretariat will arrange for simultaneous interpretation and translation services.

Rule 14
Amendment

1. These Rules may be amended at a meeting of the ACPIROCC, provided they remain coherent with the Framework of the ACPIROCC.

Rule 15
Entry into Force

1. These Rules shall enter into force upon approval by the ACPIROCC meeting.

Rule 16
Miscellaneous

1. If there is any doubt as to the procedure to be followed in any particular case, or if no procedure is prescribed by or under the Framework, members present shall determine the procedure to be followed.