



**UNITED NATIONS
SYSTEM
STAFF COLLEGE**

UNITED NATIONS SYSTEM STAFF COLLEGE (UNSSC)

RULES OF PROCEDURE OF THE BOARD OF GOVERNORS¹

I. DEFINITIONS

Meaning of terms

Rule 1

For the purposes of these rules, the following terms shall have the indicated meanings:

- (a) “Statute” means the statute of the Staff College, as adopted by the General Assembly;
- (b) “Participating organization” means an organization member of CEB participating in the sharing of the costs of the Staff College;
- (c) “Staff College” means the United Nations System Staff College;
- (d) “Board” means the Board of Governors of the UN System Staff College;
- (e) “Panel” means the Expert Technical Review Panel of the UN System Staff College.

¹ As amended and approved by the 10th Session of the UNSSC Board of Governors on 4/12/2008.

II. STRUCTURE

Office Bearers

Rule 2

The Deputy Secretary-General shall chair the Board of Governors in accordance with its Statute.

Committees, subsidiary bodies and administrative arrangements

Rule 3

1. The Expert Technical Review Panel (ETRP) shall be constituted in accordance with its Statute and further criteria to be defined by the Board of Governors.

2. The Board may establish other committees and panels of its members in accordance with its statute.

III. SESSIONS

Regular sessions

Rule 4

The Board of Governors shall meet at least once a year in regular session, at such times and place as it determines.

Special sessions

Rule 5

Special sessions shall be held by decision of the Board or upon request by the High Level Committee on Management or High Level Committee on Programmes.

Notification of opening date of sessions

Rule 6

The Secretary shall notify the members of the Board of the date fixed for the opening of each session at least three weeks before the commencement of a regular session and at least one week before a special session

IV. AGENDA

Provisional agenda

Rule 7

1. The Secretary shall, in accordance with the statute, draw up the provisional agenda for each session.
2. The provisional agenda for each regular session shall include all items required by these rules or proposed, not later than four weeks before the commencement of the session, by:
 - (a) The Board;
 - (b) The Chief Executives Board;
 - (c) An executive head of a participating organization;
 - (d) The expert technical review panel.
3. The provisional agenda for a special session shall consist only of those items proposed for consideration in the decision or request for the holding of the session.

Supplementary items

Rule 8

Any member of the Board may propose supplementary items to be included in the agenda for a regular session.

Communication of provisional agenda and supplementary list

Rule 9

The Secretary shall communicate the provisional agenda for each session and the documentation relating to items thereon to the members of the Board normally three weeks before the commencement of a regular session and at least one week before a special session. The supplementary list of items shall similarly be communicated at least one week before the commencement of a session.

Adoption of the agenda

Rule 10

1. At the beginning of each session the Board shall adopt the agenda for that session on the basis of the provisional agenda.
2. During a session the Board may revise the agenda by adding, deleting, deferring or amending items.

V. RECORDS

Rule 11

The Secretary shall prepare a draft report on the work of each session of the Board setting out *inter alia* the substantive determinations adopted. The draft shall be submitted to the Board for approval. There shall be neither verbatim nor summary records of meetings.

VI. AMENDMENT AND SUSPENSION OF RULES OF PROCEDURE

Rule 12

These rules may be amended or suspended by the affirmative vote of at least half of the members of the Board of Governors provided that the amendment or suspension is in conformity with the Statute, if twenty-four hours' notice of the proposal for amendment or suspension has been given.