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**CONFERENCE OF THE PARTIES TO THE
INTER-AMERICAN INSTITUTE FOR GLOBAL
CHANGE RESEARCH
Twenty-sixth meeting
Antigua, Guatemala, 20-21 June 2018
Agenda item 4b**

Report of the Standing Committee for Rules and Procedures

1. This document has been prepared by the United States of America as Chair of the IAI Standing Committee for Rules and Procedures.

Background

2. The Conference of the Parties, at its 2nd meeting (Rio de Janeiro, 1996), adopted the Rules of Procedures as recommended by the Executive Council.
3. At the time of writing, the last amendment to the Rules of procedure was made at CoP-21 (Montevideo, 2013) through the adoption of Decision XXI/15.

Standing Rules of the Conference of the Parties (CoP) of the Inter-American Institute for Global Change Research

4. The Rules of Procedure are attached as an Annex to the present document.

5. The Committee is of the opinion that amendments are not required to the Rules of Procedure at CoP-26 (Antigua, Guatemala, 2018).

Recommendation

6. The Conference of the Parties is invited to take note of this report.

Annex

**STANDING RULES
OF
THE CONFERENCE OF THE PARTIES (CoP)
OF THE
INTER-AMERICAN INSTITUTE FOR GLOBAL CHANGE RESEARCH**

(as approved by CoP 21, June 2013, Montevideo)

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CHAPTER I – GENERAL RULES

Rule 1

The Conference of the Parties shall be governed by the relevant provisions of the Agreement Establishing the Inter-American Institute for Global Change Research (IAI) and of these Rules.

Rule 2

Each Party shall designate one Permanent Representative and one or more Alternate Permanent Representatives to the IAI. Each Party shall send such designations to the Executive Director through its competent diplomatic authority (Ministry of Foreign Affairs, Embassy or Consulate).

CHAPTER II - PARTICIPANTS

Rule 3

The Conference of the Parties shall be open to all Parties to the Agreement. Upon invitation to a Conference of Parties, a Party that has not designated a Permanent and/or Alternate Permanent Representatives shall accredit through its competent diplomatic authority, prior to that Conference of Parties, a Representative (and, if so desired, an Alternate Representative) to the Conference. Such accreditation shall be valid also for the Executive Council Meeting immediately following that Conference of Parties. For subsequent Executive Council Meetings, any Party elected to the Executive Council shall designate a Permanent and/or Alternate Permanent Representative, by name or post, who will represent the Party on the Executive Council during the term of its mandate.

Rule 4

Designations and/or accreditations referred to in Rules 2 and 3, as well as all other notifications, document distributions, and other correspondence related to the work of the Conference of the Parties, shall normally be conducted electronically and in accordance with the targets/deadlines identified in the appropriate rules below. Any official correspondent may request that electronic correspondence be confirmed in written form, but any such request shall not result in any changes or delays in the targets/deadlines set forth in these rules.

Rule 5

The designations called for under Rule 2 and the accreditations provided for under Rule 3 shall be referred to the Credentials Committee (as provided for under Rule 47) for its review and approval. If the Credentials Committee questions such a designation or accreditation, it shall request the Executive Director to work with the submitting Party to resolve these questions before the Meeting is adjourned. In the event these questions cannot be resolved to the satisfaction of the Credentials Committee, the Committee shall refer them to the next Conference of the Parties for its decision.

Rule 6

The conditions under which observers may participate in Conferences of the Parties shall be as follows:

(a) An observer may take the floor only when the Chair invites him/her to do so. An observer may not propose, second, or oppose motions, and shall not vote;

(b) An observer may receive all public documents of the Conference of the Parties.

Rule 7

The appropriate authority of a State, public international organization, or other agency that is interested in attending a Conference of the Parties as an observer shall so inform the Executive Director no later than forty-five (45) days prior to the Conference.

Rule 8

The Executive Director shall inform the Chair of the Executive Council regarding all expressions of interest in participating in the Conference. The EC Chair will decide, in consultation with the Executive Director, as to whether invitations should be extended to such applicants. The Executive Director shall extend invitations to accepted applicants no later than twenty-one (21) days prior to the Conference.

Rule 9

The Executive Director shall distribute to all possible participants of the Conference of the Parties logistical information regarding the Conference and registration instructions.

Rule 10

All Representatives of Parties and invited observers are strongly encouraged to register electronically as soon as possible after receiving the official invitation, but at least fourteen (14) days prior to a Conference of the Parties in which they plan to participate in order to facilitate Conference planning. The Directorate will then post a list of all expected participants on the CoP website.

CHAPTER III - CONFERENCES

Rule 11

The Conference of the Parties shall meet regularly once each year on a date (normally in June) and at a site to be determined in accordance with offers tendered by the Parties to the Executive Director.

Rule 12

The Conference of the Parties shall consider offers of sites according to the principles of rotation and geographical distribution.

Rule 13

In the event that no offer of a site is tendered or the Conference cannot be held at the site agreed upon, the Conference of the Parties shall meet at the site of the Executive Directorate. Nevertheless, if, at any time before the notice of Conference, one or more Parties offer to host the Conference, the Parties consulted by correspondence, may agree to have the Conference held at one of the sites offered.

Rule 14

The Executive Director and the representative of the host country shall extend joint invitations for the Conference of the Parties to the Parties and all other expected participants no later than ninety (90) days prior to the starting date of the Conference, except as provided under Rule 8. This invitation shall include a list of the key issues expected to be discussed, with the understanding that this list shall serve as the basis for the provisional agenda for the Conference as described in Rule 15.

CHAPTER IV – AGENDAS AND BACKGROUND DOCUMENTATION

Rule 15

The Executive Director shall, in consultation with the Bureau of the Executive Council, prepare a provisional agenda for the Conference of the Parties taking into account the decisions of the previous Conference, the recommendations of the Executive Council, and proposals of the Parties. The Executive Director shall make this provisional agenda available to the Parties and other participants at least thirty (30) days before the date of the Conference. The provisional agenda shall be supported by background documentation sufficient for analysis of the agenda items.

Rule 16

The background documentation for the provisional agenda of a Conference of the Parties (except Special Conferences, Chapter XIII) shall include: reports of the previous Conference of the Parties and of its associated Pre-CoP and Post-CoP Executive Council Meetings; the annual report of the Directorate; the Plan for future activities of the Institute proposed to be conducted over the next year; and the proposed Budget as approved by the Financial and Administrative Committee. Background documentation may also include information on the potential programmatic, administrative, and financial implications of agenda items. The Executive Director will make this supporting information available to the Parties at least thirty (30) days before the Conference.

Rule 17

The decisions, recommendations, agreements, minutes, and reports of the Conference of the Parties shall be made available in at least two official languages of the IAI.

Rule 18

The Executive Director will present to the Conference of the Parties the decisions of the Pre-CoP Executive Council Meeting including, especially, any revisions to the Plan and Budget for the next year.

Rule 19

Any proposal to include a matter on the provisional agenda shall be supported by a working document which shall serve as a basis for consideration of the matter. Each such proposal shall be submitted to the Executive Director no later than sixty (60) days prior to the Conference of the Parties.

Rule 20

The Conference of the Parties shall consider and approve the provisional agenda at the beginning of the first plenary session after which only business considered urgent and important may be added if approved by the Parties.

CHAPTER V - THE BUREAU OF THE CONFERENCE OF THE PARTIES

Rule 21

The Conference of the Parties shall elect a Chair, a First and a Second Vice-Chair. These, together with the Executive Director of the Institute acting as Secretary to the Conference of the Parties ex officio, will constitute the Bureau of the Conference of the Parties.

Rule 22

The election of the Chair and the First and Second Vice-Chair shall be carried out at the beginning of the Conference of the Parties. The elections for each position shall be carried out separately in the above order. Each Party shall vote for only one candidate for each position to be filled.

CHAPTER VI - SESSIONS

Rule 23

Conferences of the Parties shall be open, unless otherwise decided by the Conference.

Rule 24

All Parties shall be strongly encouraged to participate in the Conferences of the Parties through accredited/designated Representatives. If a Party has not participated in any of the three previous Conferences of the Parties and the Party has not over this three-year period designated a Permanent Representative for the IAI, that Party shall be considered to be not active. The IAI, especially through cooperation between the Executive Council, its Bureau, and the Directorate, shall make every effort to encourage inactive Parties to become active in the IAI. If and when a Party participates in a Conference of the Parties or designates a representative for interaction with the IAI, it shall be considered to be active.

Rule 25

Plenary sessions shall require the presence of a quorum of accredited/designated Representatives of one-half of the active IAI Parties. Accreditation shall be validated by the Credentials Committee in accordance with Rules 3 and 5. If, after a quorum has been achieved, the quorum is upset, all decisions/actions taken by the Conference of the Parties shall be considered as provisional until the quorum is restored.

Rule 26

In the event that one half of the active IAI Parties are present, but accreditation of Representatives from less than one half of the active IAI Parties has been validated, all decisions/actions taken by the Conference of the Parties shall be considered as provisional until accreditations sufficient for a quorum are received.

Rule 27

If such accreditation has not been completed before the Conference of the Parties is completed, the Directorate shall seek submission and validation of the credentials of the unaccredited Members who were present at the Conference of the Parties. Decisions or actions taken by the Conference of the Parties shall be considered final when accreditation of a quorum has been achieved.

CHAPTER VII - PROCEDURES AND DEBATES

Rule 28

The Chair of the Conference of the Parties assures effective management of and maintains order at the Conference, especially by opening and closing the Conference, leading the discussions, ensuring that the Conference is conducted in accordance with the provisions of the Agreement Establishing the IAI and of these Rules, granting permission to take the floor, putting items of business to a vote, and announcing decisions. The Chair shall rule on points of order and may propose postponement or closure of a debate, or the postponement or suspension of sessions. The Chair shall also set the order of the sessions in accordance with the approved agenda of the Conference. In managing the Conference, the Chair shall consult with its Bureau as appropriate.

Rule 29

When the Chair wishes to participate in discussion, debate or voting on an item of business, the Chair shall pass the Chairpersonship to the First Vice-Chair or, if the First Vice-Chair is not available, the Second Vice-Chair.

Rule 30

If an item of business, included on the overall agenda but not on the agenda for the particular session, is submitted for consideration, the Parties in attendance shall decide immediately by majority vote whether to discuss it.

Rule 31

While a proposal is under consideration, a motion to amend the proposal may be submitted. A motion shall be considered an amendment only when it adds, deletes, or changes part of the proposal. A motion that completely replaces the original proposal or has no clear relationship therewith shall be considered a separate proposal. The proposed amendment that differs most from the original shall be considered first.

Rule 32

Once debate has been closed, the Conference of the Parties shall decide on the appropriate action to be taken. If a vote is needed, the vote shall be cast immediately with the corresponding amendments, where appropriate.

Rule 33

Proposals shall be put to a vote in the order in which they were submitted, except when otherwise stipulated by the Conference of the Parties.

Rule 34

If amendments to a proposal are put forth, these amendments shall be either accepted or rejected, in the order they were put forth, before a decision is taken on the overall proposal.

Rule 35

Any Party may request that portions of a proposal, document, or amendment be considered individually. If there is any objection to the request for a division, the request shall be put to a vote. Permission to speak regarding a request for division shall be granted to only one speaker in favor and one opposing speaker. If the request for division is approved, each part of the proposed action shall be voted on in the order it was proposed. If all parts of the proposed action are rejected, the proposed action shall be regarded as having been rejected in its entirety.

Rule 36

A proposal or an amendment to a proposal may be withdrawn by its original sponsor before being put to a vote.

Rule 37

While an item of business is being discussed, any Representative may raise a point of order, which shall be decided upon immediately by the Chair. If such a decision is appealed, the appeal shall be put to a vote immediately, the results of which shall govern.

Rule 38

A Representative who raises a point of order may not speak to the substance of the matter under discussion.

Rule 39

While any item of business is being considered any Representative may propose that the discussion be postponed. This proposal shall not be debated, but shall be put to a vote immediately. If approved, the date and time at which the discussion is to resume shall be scheduled.

Rule 40

The Chair or any Representative may propose that discussion on an item under consideration be closed when he/she considers the matter to have been discussed sufficiently. If this motion is opposed, the Chair shall give the floor to one Representative in favor and one against, each of whom shall be allowed no more than five minutes to speak. The matter shall then be put to a vote.

Rule 41

The Chair or any Representative may propose at any time that a session be suspended for a specific period, or adjourned. The proposal shall be put to a vote immediately without debate. A decision to adjourn a session shall require a two-thirds majority of Representatives present.

Rule 42

With the exception of motions regarding points of order, the following procedural motions shall take precedence, in the order indicated below, over other proposals or motions submitted:

- (a) Postponement of the session
- (b) Suspension of the session
- (c) Postponement of debate on the item under discussion
- (d) Closure of debate on the item under discussion.

Rule 43

In order to reconsider a decision adopted by the Conference of the Parties, the appropriate motion shall be approved by a two-thirds vote of the Parties.

CHAPTER VIII - COMMITTEES

Rule 44

The Conference of the Parties may establish, from among its members, any ad hoc Sessional Committees it may deem necessary; assign to them specific tasks; and establish deadlines for Committees to report to the Conference.

Rule 45

All Parties may participate in Sessional Committees. Sessional Committees may also invite the Executive Director, members of the Directorate staff, and observers to participate in the Committees' work.

Rule 46

The Conference of the Parties shall elect a Standing Committee for Rules and Procedures of three (3) individuals.

Rule 47

The Conference of the Parties shall elect a Credentials Committee, comprised of three (3) Parties, who shall serve for a period of two years.

Rule 48

The Conference of the Parties may establish any ad hoc Advisory Committee it deems necessary; determine its initial composition; assign to it specific tasks; and establish deadlines by which it is to complete its work and/or at which its term ends.

Rule 49

All Members of the Conference of the Parties may participate in any Advisory Committee. An Advisory Committee may invite the Executive Director and/or members of the Directorate staff to participate in its work. A Committee may also invite other Parties and/or experts to participate in its work.

Rule 50

Advisory Committees shall carry out their work by electronic correspondence, insofar as possible.

Rule 51

Advisory Committees shall throughout their term maintain communications with the Executive Council Bureau and the Executive Director.

Rule 52

Any Advisory Committee shall submit its report to the Conference of the Parties and make it available to the Directorate in accordance with the deadlines established under Rule 48.

Rule 53

The activities of Advisory Committees shall be guided by the Rules and Procedures of the Conference of the Parties unless the Conference of the Parties specifies otherwise.

CHAPTER IX - VOTING

Rule 54

The Conference of the Parties shall seek to work and especially to take action by consensus. If consensus is not achieved, the Chair or any Representative may call for a vote. Each Party is entitled to one vote. Votes shall be cast by a show of hands, by roll call or by secret ballot, as agreed by the Conference of the Parties, or as provided for in these Rules or in the Agreement Establishing the IAI.

Rule 55

All decisions of the Conference of the Parties shall be made by a majority vote of accredited Parties present, unless otherwise specified in the Agreement Establishing the IAI or elsewhere in these Rules.

Rule 56

Votes shall ordinarily be cast by a show of hands. However, any Representative may request a roll-call vote on any matter. A roll-call vote shall proceed in the order in which the Parties notified the Depositary of their accession to the Agreement. The vote of each Representative participating in the roll-call vote shall be noted for the record in the minutes of the session.

Rule 57

In an election, when voting for multiple vacancies is being undertaken and the voting does not result in enough candidates being elected to fill all of the vacancies, a runoff election shall be held between the remaining candidates, eliminating from the ballot the candidates with the lowest number of votes, but retaining two candidates more than the number of vacancies to be filled.

Rule 58

When it becomes necessary to choose between candidates who have received the same number of votes, a second round of voting shall be conducted among the tied candidates. If such a second round of voting also results in a tie, the winner shall be selected by the toss of a coin by the Executive Director, with the Chair of the Conference of the Parties calling “heads” or “tails”.

Rule 59

Voting to elect or remove the Executive Director shall be conducted by secret ballot.

Rule 60

The Members of the Executive Council and of the Scientific Advisory Committee shall be elected by secret ballot. In such elections, each accredited Party shall vote for the number of names equal to the number of vacancies to be filled as provided for in Chapter X of these Rules, and in the Standing Rules of the Executive Council.

Rule 61

Other business may be decided by secret ballot if the Conference of the Parties so agrees.

Rule 62

When votes are cast by secret ballot, the Chair of the Conference of the Parties shall designate two Representatives to serve as tellers, who, when the balloting is for an election, shall be individuals not directly involved therein. The tellers shall be responsible for monitoring the voting, counting the ballots, deciding whether a vote is valid, and certifying the results of the voting.

Rule 63

Once voting has begun, no Representative may interrupt it, except to raise a point of order concerning the manner in which the voting is being conducted. When the vote has ended, the Chair shall announce the results thereof.

Rule 64

Once the Chair has announced the results of a vote, any Representative may ask for the floor to explain or justify his/her vote, for a period not to exceed five minutes.

CHAPTER X - ELECTION OF MEMBERS OF THE SCIENTIFIC ADVISORY COMMITTEE (SAC)

Rule 65

The Conference of the Parties will normally hold elections to fill vacancies on the Scientific Advisory Committee no earlier than the second (2nd) day of the Conference. In the event there is more than one vacancy to be filled, voting shall be conducted separately, starting with the vacancies for which candidates are proposed by the Parties, followed by the vacancies for which candidates are proposed by the Scientific Advisory Committee itself, and ending with the vacancy for which candidates are proposed by the Associates of the Institute.

Rule 66

The Parties, the Scientific Advisory Committee and the Associates, in considering potential candidates for the Committee, and the Conference of the Parties, in its election of SAC members, shall take into account the need to ensure representation within the Scientific Advisory Committee from a variety of disciplines relevant to global change research and equitable geographic distribution. The Scientific Advisory Committee Chair will make available to the Parties at least sixty (60) days in advance of each Conference of the Parties an assessment of the Committee's needs for disciplinary representation.

Rule 67

Each Party may propose up to two candidates for each of the SAC vacancies to be filled from nominees by the Parties.

Rule 68

The Scientific Advisory Committee may propose up to twice the number of candidates for the number of vacancies to be filled from nominations from the Scientific Advisory Committee itself.

Rule 69

The Associates of the Institute may submit up to four (4) candidates for the vacancy on the Scientific Advisory Committee to be filled by nominations from the Associates.

Rule 70

If no candidates are presented by the Scientific Advisory Committee or the Associates, the Conference of the Parties may fill this vacancy taking into account nominations made earlier by the Parties and/or the Scientific Advisory Committee.

Rule 71

All nominations for candidates must be submitted to the Directorate in time for the Directorate to make them available at least thirty (30) days prior to the election date. Nominations must be accompanied by curricula vitae that fulfill at least the requirements set forth by the Agreement Establishing the IAI.

Rule 72

When the Conference of the Parties elects members of the Scientific Advisory Committee, the newly constituted Committee shall take office immediately after the Conference of the Parties has been adjourned.

Rule 73

Should a position on the Scientific Advisory Committee become vacant prior to the scheduled end of term, the Conference of the Parties may fill this vacancy via electronic communications, taking into account nominations made earlier by the Parties and/or the SAC.

CHAPTER XI - ELECTION AND REMOVAL OF THE EXECUTIVE DIRECTOR

Rule 74

The Executive Director shall be elected in accordance with the provisions of Article VIII, Sections 4 and 6 of the Agreement Establishing the IAI, and in accordance with Rule 59.

Rule 75

The Parties shall nominate candidates forty-five (45) days prior to the date of the election by communication addressed to the Executive Director, who shall immediately circulate the nominations to all Parties, as received.

Rule 76

The Executive Director shall be elected at the Conference of the Parties that precedes the expiration of the incumbent Executive Director's term by at least six months.

Rule 77

If the position of Executive Director becomes vacant before the term has been completed, the Executive Council shall select an Interim Executive Director to serve until the next Regular Conference of the Parties at which time the Conference of the Parties shall elect a new Executive Director.

Rule 78

The Conference of the Parties shall determine the terms of employment of the Executive Director, including the appropriate remuneration for the position.

Rule 79

The Conference of the Parties shall have exclusive authority to remove the Executive Director when sound operation of the Institute so demands. The Conference of the Parties may do so at a Regular Conference, at a Special Conference, or via electronic correspondence.

Rule 80

Any Party may propose the removal of the Executive Director to the Executive Council Bureau ninety (90) days in advance of the proposed action.

Rule 81

The Executive Council Bureau shall decide whether the removal of the Executive Director should be pursued and, if so, shall make all arrangements necessary for the Conference of the Parties to take such action by one of the means identified in Rule 79. The Bureau may call directly on members of the Directorate staff to provide administrative assistance in making these arrangements.

Rule 82

Removal of the Executive Director requires a two-thirds majority vote of the Conference of the Parties conducted by secret ballot as provided for in Rule 59.

CHAPTER XII - THE CONFERENCE MINUTES AND THE REPORT

Rule 83

After each day's session, the Secretary, with the assistance of the Directorate staff, shall produce a list summarizing the actions taken at that session for approval by the Conference of the Parties at the beginning of the next day's session. The list of actions for the final day of the Conference shall be approved by the Conference before the close of its last session.

Rule 84

After all discussions have been completed and all actions have been agreed, the Secretary, with the assistance of the Directorate staff and in consultation with the Conference Bureau, shall prepare draft resolutions needed to implement the actions taken by the Conference of the Parties and shall submit these at the Post-CoP Executive Council Meeting for signature by the Bureau of the Executive Council.

Rule 85

The Executive Director shall prepare a draft Report for each Conference of the Parties. This draft report shall include all approved resolutions and action lists for each day, the minutes of the Conference and annexes as needed. The Directorate shall make the draft Report available to all Conference participants no later than sixty (60) days following the end of the Conference of the Parties for the participants' review and comment. All such comments shall be submitted to the Directorate within thirty (30) days of the distribution of the draft Report.

Rule 86

The Directorate will make the draft Report available to all Parties and other Conference participants no later than one-hundred-twenty (120) days following the end of the Conference of the Parties.

CHAPTER XIII – SPECIAL CONFERENCES

Rule 87

The Parties, in special instances and at the request of one or more Parties, may hold Special Conferences. These Special Conferences may be decided upon with at least two-thirds favorable vote of accredited Parties present. If such a request is made, not at a Conference of the Parties but thereafter, the Executive Director shall consult the Parties by correspondence regarding the request and shall convene such a meeting if at least two-thirds of its active Parties agree. The Party that first tenders an offer shall be the site of the Special Meeting, and, if no offers are made, Rule 13 shall apply.

Rule 88

A request to hold a Special Conference shall identify the matter(s) to be addressed, and the Special Conference shall consider only that (those) matter(s).

Rule 89

The Executive Director shall transmit notices of Special Conference to the Parties and other participants at least sixty (60) days prior to the starting date thereof.

Rule 90

The Executive Director shall transmit the provisional agenda of each Special Conference, together with the documents needed to analyze it, as far in advance of the Special Conference as possible, but in no case later than ten (10) days prior to the scheduled starting date.

CHAPTER XIV - AMENDING THE RULES

Rule 91

These Rules may be amended by the Conference of the Parties. The proposed amendments shall be adopted by a majority vote of the accredited Parties present, except for those items for which the Agreement Establishing the IAI requires a two-thirds vote of the Parties.

Rule 92

Amendments to these Rules shall enter into force on the date established by the Conference of the Parties.

CHAPTER XV - AMENDING THE AGREEMENT ESTABLISHING THE IAI

Rule 93

Amendments to the Agreement Establishing the IAI may be proposed to the Conference of the Parties by notifying the Executive Director, who shall transmit them to all Parties at least ninety (90) days prior to the opening of the Conference of the Parties at which they are to be considered.

Rule 94

The Parties shall deposit their instruments of ratification regarding amendments to the Agreement Establishing the IAI with the Depositary, which shall inform the Executive Director accordingly.

Rule 95

Amendments to the Agreement Establishing the IAI approved by a vote of two-thirds of the Conference of the Parties shall enter into force sixty (60) days after the date on which two-thirds of the Parties have notified the Depositary, through diplomatic channels, that the applicable internal legal requirements have been completed pursuant to Article XV, Section 3, of the Agreement Establishing the IAI.