



Ref: IAIUYDIR/2018/003

9 February 2018

NOTIFICATION

Subject: invitation to Parties to submit nominations for representatives to the Standing Committee for Rules and Procedures

Dear Madam, Sir,

The Conference of the Parties (CoP), at its 23th meeting, adopted the Decision which states:

The CoP decided to ask for nominations for candidates for the Standing Committee for Rules and Procedures. Nominations are due by September.

The IAI Directorate notes that the *Committee is charged with*¹:

- *keeping the Rules under regular review*
- *preparing recommendations for improving the Rules for consideration by the CoP and/or EC as appropriate, and*
- *servng as a "Sessional Rules Committee" to serve during CoP meetings to address all question of interpretation of the Rules which arise during these meetings.*

In support of the above Decision, Parties are invited to submit nominations of qualified representatives to the Committee at their earliest convenience but **no later than 15 April 2018**. Nominations should be submitted to the IAI Directorate by e-mail to: iai@dir.iai.int

Nominations should be addressed to the CoP and provide relevant information on the nominee(s). Candidates should have preferably 10 years of experience related to participation in or organization of international meetings and events. Knowledge of international law and administrative procedures in international organizations is welcomed. The Executive Council will review nominations and submit a shortlist of 5 candidates to the upcoming 26th meeting of the Conference of the Parties (Guatemala, 2018). Nominations should include the name, position or function, institutional affiliation and contact details of the nominee(s). A curriculum vitae should also be submitted in support of the nomination.

Membership is open to all IAI Parties with the IAI Deputy Director as a member ex-officio. Most of the Standing Committee for Rules and Procedures business is conducted via email, video conference or telephone although in person meetings may be held, if necessary. In the event of in person meetings, each Party represented in the Committee is expected to contribute to the cost of attendance.

Please accept, Madam/Sir, the assurances of my highest consideration.

Yours sincerely,

Marcos Regis da Silva
Executive Director

¹ EC-IV & CoP-III, September 18-20, 1996, Havana, Cuba