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RULES OF PROCEDURE OF THE INTER-AMERICAN COMMITTEE ON PORTS (CIP)

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RULES OF PROCEDURE OF THE INTER-AMERICAN COMMITTEE ON PORTS (CIP)

CHAPTER ONE

NATURE, PURPOSE, COMPOSITION AND FUNCTIONS

Nature and purpose

Article 1

1. The Inter-American Committee on Ports (CIP) (hereinafter “the Committee”) is a committee of the Inter-American Council on Integral Development (CIDI), established in compliance with resolution AG/RES. 1573 (XXVIII-O/98) of the General Assembly, and in accordance with Articles 93 and 77 of the Charter of the Organization of American States (hereinafter “the Organization”) and Articles 5 and 15 of the Statute of CIDI.

2. The purpose of the Committee is to serve as a permanent Inter-American forum of the member states of the Organization, for the strengthening of hemispheric cooperation in the area of port-sector development, with the active participation and collaboration of the private sector. The Committee shall carry out its activities taking into account the priorities of the Strategic Plan for Partnership for Integral Development (hereinafter “the Strategic Plan”).

Composition

Article 2

The Committee comprises all the member states of the Organization, represented by the highest-level national governmental authorities from the port sector.

Functions and powers

Article 3

The functions and powers of the Committee are:

- a. To act as the principal advisory organ of the Organization and its member states in all topics concerning port-sector development;
- b. To propose and promote hemispheric cooperation policies in port-sector development, in accordance with the guidelines from the General Assembly and CIDI, as well as from the Summits of the Americas;
- c. To examine and propose solutions to common port-sector problems;
- d. To facilitate and promote the development and improvement of port-sector activities in the Hemisphere;

- e. To approve the triennial budget prepared by the Executive Board;
- f. To formulate guidelines for the preparation and presentation of partnership-for-development programs, projects, and activity proposals by the member states, in accordance with the Strategic Plan, the Statute of the Development Cooperation Fund (DCF/OAS), the respective Inter-American Programs, and other pertinent instruments;
- g. To support the preparation for and follow-up of specialized or sectorial meetings at the ministerial level or its equivalent where port-sector matters are being considered;
- h. To propose strategies to attract and mobilize additional resources to finance partnership-for-development programs, projects, and activities in the port sector;
- i. To promote and organize meetings of port experts to study planning, regulation, administration, operations, marketing, financing, and other technical matters related to port-sector development in the Hemisphere and disseminate their results;
- j. To promote the development of joint projects among the port-sector entities of member states;
- k. To develop and implement technical training programs for all levels of port-sector personnel of member states;
- l. To promote the adoption of cooperation agreements pertaining to the port sector among the governments of member states;
- m. To collect and disseminate information related to port-sector activities among member states, particularly on technical advancements, investments, legislation, ownership, administration, operations, security, data, human resources, and the environment;
- n. To generate, analyze, propose, and adopt programs, projects, and activities on port-sector matters that are directly related to the Strategic Plan and in accordance with the Declaration of Asunción on “Inter-American Port Policies Guidelines”, and the “Agreement on Cooperation and Mutual Assistance among Inter-American Port Authorities”, and other pertinent documents.
- o. To maintain permanent contact with international and regional bodies, governmental and non-governmental, dealing with port-sector matters, such as the American Association of Port Authorities (AAPA), the International Association of Ports and Harbors (IAPH), the Inter-American Development Bank (IDB), the International Bank for Reconstruction and Development (IBRD), the Central American Maritime Transport Commission (COCATRAM), the Caribbean Shipping Association (CSA), the United Nations Economic Commission for Latin America and the Caribbean (ECLAC), the International Conference of Port Training, the International Maritime Organization (IMO), the International Labour Organization (ILO), the Port Managers Association of the Caribbean (PMAC) and the United Nations Conference on Trade and Development (UNCTAD), among others.

- p. To carry out other functions consistent with its objectives, as well as those assigned by the General Assembly or CIDI.

CHAPTER TWO

STRUCTURE OF THE COMMITTEE

Article 4

The Committee fulfills its objectives, performs its functions, and exercises its powers through its meetings, the Executive Board CECIP, and the Technical Advisory Groups TAGs, with the support of the General Secretariat of the Organization (hereinafter “the Secretariat”).

I. MEETINGS OF THE COMMITTEE

Regular meetings

Article 5

1. The Committee shall hold a regular meeting at least every three (3) years, in any of the member states, in keeping with the provisions of Article 80 of these Rules of Procedure.

2. The Committee, during its regular meetings, shall consider general matters related to port-sector cooperation and, specifically, shall fulfill the following functions:

- a. To determine the policies necessary to fulfill the functions provided for in Article 3 of these Rules of Procedure;
- b. To create and adopt a triennial plan of action for the Committee;
- c. To elect the members of the Executive Board;
- d. To establish the Technical Advisory Groups and define their responsibilities;
- e. To propose to CIDI amendments to the Rules of Procedure of the Committee, when appropriate;
- f. To consider and adopt decisions on any other matter under the sphere of responsibility of the Committee.

Special meetings

Article 6

1. The Committee shall hold special meetings by decision of the General Assembly, or CIDI, or if the Committee itself so decides by the affirmative vote of two thirds of its members. In the latter case, the Committee shall contribute all the resources required for the meeting and shall inform CIDI of its decision to hold a special meeting and of its agenda.

2. The special meetings of the Committee shall consider the specific matters for which they have been convened.

Place and date of the meetings

Article 7

1. The regular meetings of the Committee shall be held at the place and on the date agreed upon at the conclusion of the preceding meeting, taking into account the offers presented by the member states. When there are no offers to host a meeting 90 days before the meeting is scheduled to begin, or when a meeting cannot be held at the selected place, the Committee shall meet at the headquarters of the Secretariat. Should a change of date become necessary, the Chair of the Executive Board shall consult on this matter with the CECIP.

2. The Executive Committee shall inform the members of the Committee of the place and date of the special meetings.

Agenda

Article 8

1. The Executive Board shall prepare a preliminary draft agenda for each regular meeting of the Committee, to be submitted for consideration by the other Committee member states, at least 100 days prior to the inauguration of the respective meeting. Simultaneously, the Secretariat shall send a copy of the preliminary draft to the permanent missions of the Organization through CIDI. The member states shall have 30 consecutive days to send their observations to the Chair of the Executive Board. On the basis of the observations received, the Executive Board shall prepare the final draft agenda, which shall be submitted to CIDI for information and distributed to the member states 45 days before the regular meeting.

2. The Chair of the Executive Board shall establish the procedures and deadlines for the preparation and distribution of the agenda for special meetings.

Notice of convocation of meetings

Article 9

1. CIDI shall convene a regular meeting of the Committee once it has been informed by the Chair of the Executive Board of the agreed place and date for the meeting. For that purpose, the country that has offered to host a regular meeting must have confirmed to the Secretariat the date, city, and specific location of the meeting, and indicate that it is prepared to sign with the Secretariat the corresponding agreement for the holding of the meeting, which contains the financial obligations of the parties. The host country shall present this confirmation no later than 90 days prior to the proposed date of said meeting. If there is no confirmation within that period, CIDI shall convene the meeting at the headquarters of the Secretariat. The Secretariat shall transmit the notices to member states as soon as the convocation has been decided.

2. The resolutions convening meetings of the Committee shall indicate the source of financing which will be used to cover the costs of the meeting.

A. Participation in the meetings of the Committee

Delegations

Article 10

The delegations of the member states shall comprise representatives, advisors, and other members accredited by the governments. Each delegation shall have a principal representative or head of delegation, who may delegate his or her powers to any other member of the delegation.

Credentials

Article 11

For each regular or special meeting of the Committee, the members of each delegation and the Permanent Observers to the Organization shall be accredited by their respective governments by means of a communication through their Permanent Mission to the OAS addressed to the CIP Secretariat.

Precedence

Article 12

The order of precedence of the delegations shall be established at the start of each meeting of the Committee following the alphabetical order in Spanish commencing with the country which is the Chair.

Bodies and agencies of the Inter-American System

Article 13

The representatives of the bodies and agencies of the Inter-American System may attend the meetings of the Committee and its subcommittees with the right to speak.

Permanent Observers

Article 14

Permanent Observers to the Organization may attend the meetings of the Committee and its subcommittees. They may also speak provided that the Chair of the meeting in question so decides.

Other observers

Article 15

1. Observers to the Committee meetings may also be sent by:

- a. Governments of the member states of the United Nations or its specialized agencies that have expressed an interest in attending, subject to prior authorization by the Chair of the Executive Board, in consultation with the Vice Chairs of said Board;
- b. Inter-American governmental entities and agencies of a regional or subregional nature that are not included among the bodies and agencies of the Organization, subject to prior authorization by the Chair of the Executive Board, in consultation with the Vice Chairs of said Board;
- c. Specialized agencies related to the United Nations or other international organizations, when so provided in their current agreements with the pertinent bodies of the Organization or, in the absence of such agreements, subject to prior authorization by the Chair of the Executive Board, in consultation with the Vice Chairs of said Board.

2. The observers referred to in this article may speak at the meetings of the Committee or its subcommittees when invited to do so by the respective Chair.

3. For the purposes of this article, the Secretariat shall send out the appropriate communications.

Special guests

Article 16

1. Subject to prior authorization by the Chair of the Executive Board and with the consent of the host country, national and international governmental organizations or entities, and persons of recognized standing in the matters to be considered may attend the meetings of the Committee as special guests, provided they express an interest in doing so.

2. The special guests referred to in this article may speak in the meetings of the Committee when invited to do so by the respective Chair.

3. Requests to attend the meetings of the Committee as special guests must be presented to the Chair of the Executive Board directly or through the Secretariat, at least 15 days prior to the start of the meeting.

4. For the purposes of this article, the Secretariat shall extend the corresponding invitations.

The Secretariat

Article 17

The Secretary General of the Organization and the Executive Secretary for Integral Development participate with voice but without vote at the meetings of the Committee and its subsidiary bodies.

B. Officers of the Meetings of the Committee

Chair and Vice Chairs

Article 18

1. At the first plenary session of each meeting, the Committee shall elect a Chair and two Vice Chairs, from among the heads of delegations of the member states represented at the meeting. The election shall be decided by the majority vote of the delegations accredited to the meeting.

2. The Chair and the Vice Chairs shall hold office until the close of the meeting.

Substitution of the Chair

Article 19

In the event of the temporary or permanent absence of the Chair, he or she shall be replaced by the First Vice Chair, who will have the same powers and duties as the Chair, and, in the absence of the First Vice Chair, by the Second Vice Chair.

Article 20

In the absence of the Chair and the two Vice Chairs, the Committee shall be temporarily chaired by the principal representative of the member State that is first in the order of precedence established in Article 12 of these Rules of Procedure.

Powers of the Chair

Article 21

The Chair shall convene the plenary sessions; establish their order of business; open and adjourn the plenary sessions; direct the debate; grant the floor to the delegations in the order of their requests; put to a vote the points under discussion and announce the results; rule on points of order in compliance with Article 35; install the subcommittees; perform any other tasks the Committee may assign him or her; and, in general, observe and enforce the provisions of these Rules of Procedure.

C. Sessions

Article 22

Each meeting of the Committee shall include an informal preliminary session with the heads of delegation of the member states, an inaugural session, the number of plenary sessions required, and a closing session. In the case of a special meeting, the inaugural session may be omitted.

Preliminary session of the heads of delegations

Article 23

The Chair of the Executive Board shall convoke an informal preliminary session of the heads of delegation of the member states, prior to the inaugural session, to agree on the organization of the work of the Committee meeting.

Plenary sessions

Article 24

The first plenary session shall decide the following:

1. Election of the Chair and Vice Chairs;
2. Composition of the Style Subcommittee;
3. Final agenda of the meeting;
4. Appointment of the subcommittees and working groups;
5. The deadline for the presentation of proposals;
6. Duration of the meeting;
7. Other matters.

Open and closed sessions

Article 25

1. The plenary sessions of the Committee and the sessions of its subcommittees shall be open, unless in session it is decided otherwise.

2. The sessions of the working groups shall be closed, unless said groups decide otherwise.

D. Subcommittees and Working Groups

Subcommittees and Working Groups

Article 26

At each meeting, the Committee may set up subcommittees and working groups, which shall elect their own officers. The subcommittees may in turn establish any working groups they deem necessary for examination of the topics submitted to them for consideration. The recommendations that they adopt or conclusions they reach shall be presented to the plenary sessions of the meetings in a report approved by the respective subcommittee or working group. Any member of a subcommittee or working group may

request that his or her position be recorded in the relevant report. The Committee shall take note of these reports and shall approve the pertinent decisions at a plenary session.

Article 27

All delegations may be members of the subcommittees and working groups established during a meeting of the Committee. However, to facilitate their work, the subcommittees and working groups shall be installed with those delegations that have requested membership thereon.

Article 28

The working groups may continue to function between meetings of the Committee.

Style subcommittee

Article 29

At each meeting, a Style Subcommittee made up of four delegations, each of which represents one of the four official languages of the Organization, shall be established, unless the member states decide to conduct the meeting in fewer languages.

Article 30

1. The Style Subcommittee shall meet during or after the Committee meeting at the headquarters of the Secretariat.

2. The Style Subcommittee shall receive the resolutions, declarations, and agreements approved by the Committee, correct any defects of form, and ensure equivalency among the texts in each of the languages used in the meeting. Should the subcommittee note any defects of form that cannot be corrected, it shall submit the matter to the Chair of the meeting for decision. If the meeting has ended, the Executive Board shall decide on the matter.

E. Debate

Quorum

Article 31

The majority of the delegations of the member states shall constitute a quorum for the plenary sessions of the Committee meetings.

Article 32

For sessions of the subcommittees and working groups formed to meet during the Committee meetings, one third of the delegations listed as members shall constitute a quorum. However, for the purpose of adopting a decision, at least a majority of said delegations must be present in the corresponding session.

Proposals

Article 33

Proposals submitted to the Committee for its consideration must be presented in writing to the Secretariat, which shall forward copies of those proposals to the representatives at least 24 hours prior to the session in which the matter will be discussed. However, the Committee may, by a two-thirds majority vote of the member states present in the corresponding session, authorize a proposal to be discussed whenever the urgency of the matter has prevented the prior procedure from being followed.

Withdrawal of proposals

Article 34

A proposal may be withdrawn by its proponent before the original text or any amendment thereto has been put to a vote. Any other delegation may introduce a proposal that has been withdrawn.

Points of order

Article 35

During the discussion of a matter, any delegation may raise a point of order regarding the application of these Rules of Procedure, which shall be ruled upon immediately by the Chair. When raising a point of order, a delegation may not go into the substance of the matter under discussion. The ruling of the Chair may be appealed. The appeal shall be put to a vote immediately and shall be declared approved if it receives the vote of two thirds of the delegations present.

Suspension of debate

Article 36

The Chair or any delegation may request that the debate be suspended. Only two delegations may speak in favor of, and two against, a motion to suspend the debate. It shall then be put to a vote immediately and shall be declared approved if it receives the vote of two thirds of the delegations present.

Closure of debate

Article 37

The Chair or any delegation, when it considers that a matter has been sufficiently discussed, may propose that the debate be closed. This motion may be opposed by two delegations and shall be declared approved if it receives the vote of two thirds of the delegations present.

Suspension or adjournment of the meeting

Article 38

During the discussion of a matter, the Chair or any delegation may propose that the meeting be suspended or adjourned. Such a motion shall be put to a vote immediately without discussion and shall be declared approved if it receives the vote of two thirds of the members present.

Order of procedural motions

Article 39

The following motions shall have precedence over all other proposals or motions, in the order set forth below:

1. Suspension of the meeting;
2. Adjournment of the meeting;
3. Suspension of debate on the topic under consideration;
4. Closure of debate on the topic under consideration.

Reconsideration of decisions

Article 40

In order to reconsider a decision made by the Committee or one of its subcommittees, the relevant motion must be approved by a two-thirds vote of the delegations which form part of those bodies.

F. Voting

Right to vote

Article 41

Each member state has the right to one vote.

Adoption of decisions

Article 42

The Committee shall adopt its decisions in plenary sessions, in the form of resolutions, declarations, or agreements. The Secretariat shall distribute them immediately after they have been adopted.

Majority required

Article 43

1. Having established the quorum called for in Articles 31 and 32, in the absence of agreement in the deliberations, the proposals shall be put to a vote. The adoption of decisions in the plenary sessions of the Committee and the adoption of recommendations in the sessions of its subcommittees shall be made by the affirmative vote of more than half of the member states present, unless specifically provided otherwise in these Rules of Procedure.

2. The decisions that have budgetary implications for the Committee shall require the approval of two thirds of the member states accredited to the meeting of the Committee.

3. The working groups shall adopt recommendations, preferably, without recourse to a vote. If a vote is necessary, the recommendation shall be adopted by a simple majority vote of the members present.

Voting procedure

Article 44

1. Votes shall be taken by a show of hands, but any delegation may request a roll-call vote, which shall be taken in the order of precedence established in Article 12.

2. In roll-call votes, the name of each member state shall be called and the delegations shall register their votes in favor or against, or their abstention.

3. Votes shall be by secret ballot only in the case of elections. However, if it is so agreed, the Committee may adopt a different procedure.

Voting on proposals

Article 45

1. After debate is closed, decisions shall be made on the proposals presented, together with any proposed amendments.

2. Where a vote is required and once the Chair has announced the start of the voting, no delegation may interrupt it, except for a point of order relating to the manner in which the voting is being conducted.

3. The process of voting and vote counting shall end when the Chair announces the result.

Article 46

Proposals shall be voted on in the order in which they are presented, except when the Committee, by a two-thirds vote of the members present, decides otherwise.

Article 47

Amendments shall be submitted for discussion and put to a vote before the voting on the proposal they are intended to modify. A proposal that would totally replace the original proposal, or that is not directly related to it, shall not be considered as an amendment.

Article 48

When several amendments to a proposal are presented, the vote shall be taken first on the one that departs furthest from the original text. The other amendments shall be voted upon in like order. In case of doubt in this regard, they shall be voted upon in the order of their presentation.

Article 49

When the adoption of one amendment necessarily implies the exclusion of another, the latter shall not be put to a vote. If one or more amendments are adopted, the complete proposal as amended shall be put to a vote.

Voting by parts

Article 50

Any delegation may request that a proposal or amendment be put to a vote in parts, in which case it must indicate the specific parts or sections. If any delegation opposes such a request, the motion to deny it shall be put to a vote and a two-thirds majority of the members present shall be required for approval. Only two delegations may speak in favor of, and two against, a request for voting by parts. When voting by parts is accepted, any proposal or amendment thus approved must be put to a final vote as a whole. If all the operative parts of a proposal or amendment have been rejected, it shall be considered to have been rejected as a whole.

Explanation of vote

Article 51

Before the voting process has begun, or after it has ended, any delegation may ask for the floor to explain its vote, except in the case of secret ballots.

G. Documents

Summaries of the sessions

Article 52

The Secretariat shall prepare summaries of the Committee plenary sessions and of the subcommittee sessions, as well as of the working group sessions if those groups so request.

Article 53

1. During subcommittee sessions, delegations may request to have the opinions they expressed in a session recorded in the corresponding summary. They may also request to have statements that they made appended to the summary.

2. There shall be no summaries of discussions of the closed sessions of the Committee, or of the closed subcommittee sessions, but the Secretariat shall record the names of the representatives present and the decisions adopted at those sessions.

Final report

Article 54

The summaries referred to in Article 52, as well as the resolutions, declarations, and agreements adopted at each meeting of the Committee, and any other relevant documentation distributed during the meeting, shall be included in a final report that the Committee shall submit to CIDI in the four official languages of the Organization.

II. THE EXECUTIVE BOARD

Composition, constitution and term of office of its members

Article 55

1. The Executive Board shall comprise a chair, two vice chairs, and the chairs of the technical advisory groups mentioned in article 67, all of whom shall be elected by the member states during a regular meeting of the Committee and shall serve for three (3) years.

2. The election of the members of the Executive Board, insofar as possible, shall follow the criteria of rotation and equitable geographic representation.

3. The Chair of the regular meeting of the Committee where the election took place, before its closing, shall install the Executive Board.

Appointment of representatives to the Executive Board

Article 56

Each member state of the Executive Board shall designate a principal representative and an alternate representative, both of whom shall be specialists in port-sector matters. The names of the representatives shall be communicated in writing to the General Secretariat.

Functions of the Executive Board

Article 57

The Executive Board, as the organ responsible for executing the Committee's policies, shall have the following functions:

- a. To carry out the tasks assigned to it by the Committee and follow-up on the decisions adopted by the Committee;
- b. To plan and coordinate Inter-American activities of the port sector, taking into account the Strategic Plan;
- c. To prepare the triennial budget for the Committee, and to make yearly adjustments in accordance with existing resources in the CIP "Special Port Program" Specific Fund;
- d. To set the dates of the regular and special meetings of the Committee and to prepare a list of possible topics for the meetings, which are to be presented to the CIP at least six months in advance of the meeting in question;
- e. To prepare the preliminary draft agendas for the Committee meetings and submit them for consideration to the governments of the member states through the Secretariat;
- f. To propose to the Committee the amendments that, in its opinion, should be made to these Rules of Procedure;
- g. To ensure compliance with the CIP mandates by formulating, executing, and following up on the necessary initiatives for that purpose;
- h. To establish a work program for the CECIP, which shall cover the period running until its next meeting;
- i. To prepare the preliminary draft agendas for the CIP meetings and submit them for consideration to the member states through the Secretariat;
- j. To present to CIDI, an annual report on the activities of the Committee;
- k. To adopt, ad referendum of the next meeting of the Committee, any urgent measures that cannot be deferred;
- l. To represent the Committee in meetings or conferences on port-sector matters or related topics;
- m. To promote the preparation of studies and documents on port-sector matters and to propose draft inter-American and international agreements, in accordance with the procedures of the Organization and the legal frameworks of the member states;

- n. To promote coordination guidelines for efficient and effective performance of the TAGs' activities, on the basis of their work plans, and to establish criteria for their follow-up and performance evaluation, in keeping with the TAGs' recommendations;
- o. To propose strategies and policies for strengthening ties of cooperation with other countries and international organizations;
- p. To help to enhance the impact and scope of the CIP in the region through an integrated approach, promoting and strengthening relations with domestic and external strategic partners, participation by the private sector and similar institutions, and the use of tools for management, exchange, and dissemination of knowledge;
- q. To plan and organize activities for improving and strengthening port sector human resources in the framework of the CIP, including the mobilization of experts, the use of information and communications technologies (ICTs), and expanded training opportunities;
- r. To carry out any other executive tasks necessary for the fulfillment of the objectives of the Committee.

Duties of the Chair

Article 58

The Chair of the Executive Board shall have the following responsibilities and functions:

- a. To preside over the sessions of the Executive Board;
- b. To preside provisionally over the regular and special meetings of the Committee until the Chair is elected;
- c. To represent the Committee in the bodies of the Organization, the port administrations of the member states, and other agencies that participate in port-sector development activities in the Hemisphere. Also, to represent the Committee at public functions and at meetings of international agencies.
- d. To coordinate the activities of the Executive Board established in Article 57 of these Rules of Procedure;
- e. To formulate the agenda of the meetings of the Executive Board in consultation with the other members of the Executive Board;
- f. To maintain communication with port institutions of the Hemisphere, on matters relating to the functioning of the Committee;
- g. To coordinate and revise periodically the work programs of the Technical Advisory Groups and of the subcommittees and working groups, ensure that they are carried out,

evaluate their completion, and submit a report to the Committee containing the results of the evaluation;

- h. To carry out the additional functions that are established in these Rules of Procedure and those that by nature are inherent to the office he or she occupies.

Duties of the Vice Chairs

Article 59

The Vice Chairs of the Executive Board shall assist the Chair in carrying out the duties provided for in Article 58, particularly those established in paragraphs f and g, and shall perform other functions assigned to them in these Rules of Procedure.

Office of the Executive Board

Article 60

1. The member state elected to preside over the Executive Board shall establish and maintain at its sole expense, under the exclusive responsibility of the Chair, an office with the necessary technical and administrative personnel, as well as suitable work facilities for the best possible performance of the Executive Board's duties and responsibilities. For all purposes, this office shall be dependent exclusively upon the Chair of the Executive Board and shall not be dependent in any way upon the Secretariat.

2. The Chair of the Executive Board shall maintain continuing working relations with the Secretariat for purposes of coordination and liaison, as well as for the best possible performance of the various tasks of Executive Board. The Chair of Executive Board shall send copies of all official correspondence to the General Secretariat.

Meetings

Article 61

1. The first meeting of the Executive Board shall take place within 90 days of the closing of the meeting of the Committee in which the Executive Board members were elected.

2. The Executive Board shall meet at least once in between Regular Meetings or approximately once every 18 months, in the country holding its vice chair, in another country, or at Secretariat headquarters, as agreed on at the preceding meeting. The meetings may be conducted by teleconference or videoconference.

Quorum

Article 62

A majority of the member states that make up the Executive Board shall constitute a quorum for its plenary sessions.

Decisions

Article 63

1. The decisions of the Executive Board shall be made in plenary sessions. In the absence of agreement in the deliberations, the proposals shall be put to a vote and shall be adopted by a majority vote of the members of the Executive Board.

2. Decisions on budgetary matters shall require the favorable vote of a two-thirds majority of the member states that constitute the Executive Board.

Headquarters of the subcommittees and working groups of the Executive Board

Article 64

The subcommittees or working groups established by the Executive Board that operate during the period between meetings of the Executive Board shall have their headquarters in the country selected to preside over them. Such countries shall provide, at their sole expense, the personnel and the necessary facilities for the performance of their functions.

III. TECHNICAL ADVISORY GROUPS

Objective

Article 65

The objective of the Technical Advisory Groups (hereinafter "TAGs") shall be to provide technical advice to the Committee on specific aspects of hemispheric port-sector development.

Establishment

Article 66

The Committee, at its regular meetings, by a majority of its members, shall establish the TAGs it deems necessary to fulfill its objectives and shall define specific mandates for each TAG. For the Committee to proceed to establish a TAG, at least five member states must have applied to participate therein.

Composition of the TAGs and participation in their meetings

Article 67

The TAGs shall comprise representatives of the member states and of the associate members, in the following manner:

A. Member states

1. Each member state of the Committee has the right to join all established TAGs, by appointing a representative to each TAG. The representative shall be a specialist in port-sector matters.

2. The member states will notify the Secretariat of their intention to become part of one or more TAGs. The General Secretariat shall maintain a current list of the member states that constitute each TAG.

B. Associate members

1. The port administration and operating entities; academic, scientific, commercial, development, financial, and industrial institutions; and other organizations related to port-sector activities that have legal standing may participate in the TAGs as associate members. The Secretariat shall report the admission of associate members to the CECIP and to the member State where the entity, organization, or institution has its main office or where it was incorporated. The member state may issue its view of the admission within twenty (20) calendar days. If no objections are received, the admission shall be deemed agreed.

2. The entities, institutions, or organizations that are current in the payment of the dues provided for in Article 75 of the Rules of Procedure, may participate in all the activities of the TAGs with voice but without vote. They may present technical papers to and receive documents from the TAGs with CECIP approval.

3. The Secretariat shall maintain a register of the associate members and will be available to the Executive Board and the member states.

Officers and headquarters of each TAG

Article 68

1. The Committee shall elect a member state as Chair of a TAG upon its establishment. Each TAG shall have its headquarters in the country of the Chair.

2. The election of the Vice-Chair can be done by the CIP or, alternatively, by all members of each TAG during its first meeting. The position of Vice Chair may be held by a member state. The Vice Chair shall collaborate with the Chair in the performance of his or her duties.

Office of the Chair

Article 69

The member state elected to preside over a TAG shall establish and maintain at its sole expense, under the exclusive responsibility of the Chair, an office with the necessary technical and administrative personnel. For all purposes, this office shall be dependent exclusively upon the Chair of the TAG and shall not be dependent in any way upon the Secretariat.

Term of office of the Chair and the Vice Chair

Article 70

The Chair and Vice Chair of each TAG shall hold office until the next regular meeting of the Committee. In the event of temporary or permanent impediment of the Chair of each TAG, he/she shall be replaced by the Vice Chair, who shall have the same authorities and duties as the Chair.

In the event both the Chair and Vice Chair are absent, the representative of the member state that is a member of the TAG that is next in Spanish alphabetical order after the country serving as Chair shall serve as its Chair.

Duties of the Chair

Article 71

The Chair of a TAG shall:

- a. Convene meetings of the TAG and designate the place and date for each meeting;
- b. In consultation with the Vice Chair, authorize the participation of observers and special guests in meetings of the TAG;
- c. Direct the work of the TAG; prepare materials for the meetings; and send the studies, decisions, and draft resolutions of the TAG to the Chair of the Executive Board and to the General Secretariat for processing;
- d. Present a written report to the Chair of the Executive Board, every six months, on the development and results of the work of the TAG, with a copy sent to the General Secretariat;
- e. Present written reports, studies, and recommendations to the Committee, through the Executive Board. These documents shall be sent to the Executive Board 90 days prior to the Committee meeting, so that the Executive Board may make its observations.

Article 72

The Vice Chairs of the TAGs will assist the Chairs in fulfilling their responsibilities set forth in Article 71, and shall perform other responsibilities assigned to them by the Rules of Procedure.

Work structure

Article 73

1. In order to fulfill their duties, the TAGs shall meet at least once a year, at a location and time determined by their respective Chairs. Any member or associate member of a TAG may host an additional meeting of the TAG and, in such case, shall be responsible for providing the site, personnel, and administrative support for the meeting.

2. To carry out their functions, the TAGs may establish working groups, which shall present reports on their activities to the respective TAG.

3. If necessary, the TAGs shall approve their own working methods and adapt them to meet the needs of their members, subject to the provisions of these Rules of Procedure and other instruments applicable to the Committee.

Quorum and recommendations

Article 74

1. One third of the representatives of the member states that make up a TAG constitute a quorum to hold meetings.

2. The recommendations of the TAGs shall be adopted in plenary sessions. In the absence of agreement in their deliberations, the Chair of the respective TAG shall present the conclusions of the discussions in its report to the Executive Board, without recommendations. When a TAG has reached conclusions or adopted recommendations on which the Executive Board or the Committee should take a decision, the Chair of the respective TAG shall indicate in his or her written report to the Executive Board the number of representatives who were present at the time of reaching the conclusions or making the recommendations.

Evaluation of the activities and length of term of the TAGs

Article 75

1. The Chair and the Vice Chairs of the Executive Board shall be responsible for conducting an assessment every 18 months of the completion of the tasks assigned to each TAG.

2. During each regular meeting of the Committee, the Chair of the Executive Board shall present an evaluation report on the progress made by each TAG in completing the tasks assigned to it.

3. On the basis of that report, the Committee shall decide whether each TAG and its working groups should continue working in accordance with their original mandate, whether they should continue working with a modified mandate, or whether their work should be concluded.

Membership dues of associate members

Article 76

Associate members shall contribute financially to the TAGs which they join, in the manner and amounts that the CECIP determines. The funds from membership dues of the associate members shall be deposited in a Specific Fund and allocated to the budget of the respective TAG. These funds shall be administered in accordance with the rules and procedures provided for the administration of Specific Funds in the “General Standards to Govern the Operations of the General Secretariat” (hereinafter “General Standards”) and other applicable legal instruments.

Article 77

Each TAG shall prepare an annual budget to which associate membership dues shall be assigned. When the Committee decides that a TAG has concluded its work, any remaining funds allocated to that Group shall be transferred to the Special Port Program Specific Fund.

IV. THE SECRETARIAT

Support Services of the Secretariat

Article 78

1. The Secretariat shall support the officers of the Committee in the performance of their duties and shall provide technical and administrative services to the Committee in accordance with the resources allocated in the program-budget of the Organization and other resources available to the Committee.

2. The Secretariat shall serve as the institutional memory of the Committee and shall report regularly to the permanent missions of the member states to the Organization.

Article 79

The services provided by the Secretariat shall include the following:

- a. Preparing and submitting to the Executive Board for consideration the preliminary draft of the triennial budget of the Committee to be financed by the Special Port Program Specific Fund and any other specific funds pertaining to the Committee.
- b. Participating in meetings of the Committee, the Executive Board, and the TAGs, with voice but without vote.
- c. Assisting in the coordination and execution of the work plans of the Committee, the Executive Board, and the TAGs.
- d. Assisting with preparations for holding the meetings of the Committee, the Executive Board, and the TAGs.

Article 80

It corresponds to the Secretariat of the CIP to:

- a. Increase the participation in the CIP of new associate members, promoting public-private partnerships in order to enrich the inter-American port dialogue, establish synergies, and expand opportunities for cooperation.
- b. Establish to the CECIP internal and external strategic partnerships with other forums and international organizations as well as other related organizations.

- c. Organize and co-organize hemispheric, regional, sub-regional, and national events related to the priorities and objectives of the CIP.
- d. Continue and possibly expand the training opportunities offered through the CIP, including new alliances and agreements for this purpose.
- e. Accomplish hemispheric cooperation in port matters through the reinforcement of technical institutional capabilities and the exchange of successful experiences.
- f. Promote the CIP and the Ports of the Americas in international forums.
- g. Establish and implement technical assistance and cooperation that identifies needs and seek additional financing for such.
- h. Commission studies and documents on matters related to the port-sector and propose draft inter-American and international conventions in accordance with the procedures of the OAS.
- i. Develop a communication strategy, including the monthly publication of a Newsletter, the preparation and publication of brochures on the CIP, continue with the publication of the CIP Magazine, continue developing the CIP Portal, and use the CIP logo in print and/or digital media.
- j. Inform the Executive Board periodically about the accomplishment and development of the Secretariat's functions and tasks.

CHAPTER THREE

FINANCIAL MATTERS

Funding sources

Article 81

The financing for carrying out the programs, projects, and activities of the Committee shall derive from the following sources: the Regular Fund of the Organization, Specific Funds, and the Development Cooperation Fund (DCF/OAS). In addition, each member state of the Committee shall cover the costs of the participation of its respective delegation in the meetings of any organ of the Committee. The financing of those programs, projects, and activities of the Committee that are not included in the program-budget of the Organization or that are not to be financed by DCF/OAS shall be paid for by the Committee.

Regular Fund

Article 82

The resources of the Regular Fund allocated for the functioning of the Committee may only be used to finance, within the limits approved in the program-budget of the Organization, the following:

- a. Regular support services of the Secretariat to the Committee;
- b. Meetings of the Committee, in accordance with the resources allocated for that purpose in the program-budget of the Organization. The financing of those meetings of the Committee that are not contemplated in the program-budget of the Organization shall be paid for by the Committee itself.

Specific Funds

Article 83

1. The Secretariat may establish and administer Specific Funds, in separate accounts, in accordance with Article 68 of the General Standards and Provisions of the Development Cooperation Fund (DCF/OAS), comprising contributions made by the governments of the member states, the Permanent Observers to the Organization, and other member states of the United Nations, as well as national or international public and private entities and other donors, for the purpose of financing activities of the Committee. The interest accrued on the resources of these funds shall be governed by the pertinent provisions of the General Standards.

2. The Secretariat shall establish the "Special Port Program" Specific Fund with contributions primarily coming from port authorities. Contributions to this Program are mandatory for member states. The Executive Board may limit the benefits from projects and activities financed from those resources to member states if the amount of its arrears equals or exceeds the amount of the contributions due from it for the preceding two full years to the above-mentioned Program. The "Emergency Port Program" Specific Fund, which was established by the Inter-American Port and Harbor Conference, shall remain in operation.

Administrative costs of the Specific Funds

Article 84

Contributions to the Regular Fund for technical supervision and administrative support to be made by all Specific Funds of the Committee shall be made in accordance with the terms established in the General Standards.

Development Cooperation Fund (DFC/OAS)

Article 85

The member states of the Committee may contribute to DCF/OAS and may submit proposals for partnership-for-development programs, projects, and activities within the framework of the Strategic

Plan, to be financed with DCF/OAS resources, in compliance with the procedures provided for by the DCF/OAS Statutes and other pertinent regulations.

CHAPTER FOUR

GENERAL PROVISIONS

Adoption and amendment of these Rules of Procedure

Article 86

1. These Rules of Procedure may be amended by CIDI, at its own initiative or at the request of the Committee.

2. Procedural matters not covered by these Rules of Procedures shall be resolved by the Committee, the Executive Board, or the TAGs, as appropriate. No decision adopted under this provision may contradict other provisions of these Rules of Procedure or provisions of other legal instruments applicable to the Committee.

Provisions applicable to meetings of the Committee, the Executive Board, and the TAGs

Article 87

Article 21 of these Rules of Procedure, on the powers of the Chair of the Committee, and Articles 33 to 42 and 44 to 51, on debate in the Committee meetings, shall be applicable to the meetings of the Executive Board and of the TAGs, as appropriate.