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## PROCEDURAL GUIDELINES FOR THE CONDUCT OF MULTI-PARTY NEGOTIATIONS.

### ROLE OF CHAIRPERSONS.

1. Independent Chairpersons will preside over all business relating to the negotiations. They will exercise their functions in an impartial and even handed manner.
2. Chairpersons will be responsible for the ordinary conduct of business. Each will conduct the relevant proceedings which fall within the scope of his/her responsibility so as to allow an opportunity for full discussion of the issues, and will be guided by the objective that the outcome should be agreed by all participating delegations. To this end, but only after consultations with the Delegations to establish that it would be regarded as helpful, Chairpersons may bring forward specific suggestions.
3. Chairpersons will consult with participating Delegations on the exercise of their functions. A Business Committee will be formed to facilitate such consultation.
4. The Business Committee will comprise a Chairperson and a designated member of each of the participating Delegations. The Committee will be available to advise its Chairperson on the day-to-day exercise of his/her responsibilities and to facilitate communication between their participating Delegations and the Chairperson. It is envisaged that the Committee will normally meet on days when Talks are taking place.
5. When discharging their designated functions, Chairpersons will confine their consultations to the Leaders of those groups participating or to such persons as are nominated by group leaders. Any written submissions which may be received from other groups or individuals will have no status in respect of specific suggestions which Chairpersons may bring forward.
6. For the duration of the process the Chairperson will not be expected to make any public comment. However, should the need arise they will wish to seek the approval of the heads of participating Delegations before doing so.

## CONDUCT OF NEGOTIATIONS.

7. The proceedings of Negotiations will be held in private.
8. The Chairperson will have responsibility for the convening, postponement and adjournment of meetings on the basis of proposals by the Business Committee and in consultation with participating Delegations. It is understood, however, that any Delegation may request an adjournment of up to 10 minutes at a time and the Chairperson shall only refuse such requests if they are made with unreasonable frequency.
9. The agenda for each day's business shall be determined by the Chairperson after considering advice from the Business Committee.
10. The location of meetings will be determined by the Business Committee.
11. In addition to the regular plenary meetings the Chairperson may, with the agreement of the Delegations, propose more meetings at which all Delegations would be represented. He/she may also at any time ask some or any of the participating delegations to meet with him/her; and he/she will accede to any reasonable request for a meeting with him/her from any Delegation.
12. Notwithstanding Guideline 11, Delegations may arrange bilateral or multilateral meetings if they wish and the Chairperson, in consultation with the Business Committee, may arrange for the proceedings to be conducted by a series of bilateral or multilateral meetings.
13. All remarks shall be addressed through the Chairperson. Time limits on interventions may be imposed at the Chairperson's discretion.
14. The Chairperson's ruling on all individual questions of procedure and order shall be final.
15. A record of the proceedings will be maintained under the general direction of the Chairperson and circulated to Delegations participating in the meeting. Approval of the records of meetings involved all Delegations will be a matter for the Business Committee.
16. Changes and additions to these rules of procedure shall be made only with the agreement of all participating Delegations.

## APPOINTMENT OF CHAIRPERSONS.

17. Such individuals as may be invited to be Chairpersons must indicate their willingness to abide by the Procedural Guidelines listed above (1-16).