First Assembly of SIDS DOCK

Paris, France

10 December 2015

REPORT OF THE FIRST SESSION OF THE ASSEMBLY OF THE

SMALL ISLAND DEVELOPING STATES DOCK [SIDS DOCK]

 Document Title Document Number Page

 Report of the first session of the Assembly A/1/SR 2

of SIDS DOCK

Annex 1 Agenda of the first Assembly A/1/1/Rev.1 6

Annex 2 List of participants A/1/PRC 7

Annex 3 List of Observers A/1/OBS 9

Annex 4 Provisional Rules of Procedure of the A/1/DC/1/Rev.1 10

Assembly and of the Council

Annex 5 Report of the Depositary A/1/2 36

Annex 6 Report of the Credentials Committee A/1/3 37

Annex 7 Report on the activities of the Steering A/1/4 39

Committee

Annex 8 Election of members to the Executive Council A/1/DC/2/Rev.1 49

**Session Report first Assembly A/1/SR**

**Report of the first session of the**

**Assembly of the SIDS DOCK**

**Agenda item 1: Opening of the session**

The inaugural session of the Assembly of SIDS DOCK was held at the Wider Caribbean Pavilion in the Paris, France, in the margin of the UNFCCC COP 21 on 10 December 2015. The acting chair of the Steering Committee, His Honorable Kenred Dorsett, opened the first session of the Assembly of SIDS DOCK.

The acting-chair conveyed an apology on behalf of the Chair of the Steering Committee, distinguished Prime Minister of Dominica Roosevelt Skerritt for his inability to attend today’s meeting due to unforeseen travel difficulties.

**Agenda Item 2 – Organization of work**

***(a) Adoption of the Agenda (Document A/1/1)***

Samoa requested to add an additional item to the agenda entitled “Any other business”, which was agreed. Without any further objections, the Assembly adopted the Agenda of the Assembly as orally amended. Agenda to be reissued as A/1/1/Rev.1

***(b) Election of the President of the Assembly***

In accordance with Article VI Section 4 of the Statute of the SIDS DOCK, the Assembly elected by acclamation His Honourable Roosevelt Skerrit, Prime Minister of the Commonwealth of Dominica, to serve for a term of one-year to the post of President of the first session of the Assembly.

The Assembly agreed to resume the convening of the annual sessions of the Assembly in September on the margins of the General Debate of the United Nations General Assembly. As to not set a precedent, it was agreed that the term of Office of the President would expire in September 2016. Thereafter, all other Presidents would serve a full one-year term.

Assuming the role of acting President, Honourable Dorsett delivered a statement on behalf of the Honourable Roosevelt Skerrit, to express his gratitude for this appointment as President of the first Assembly of SIDS DOCK.

***(c) Election of two Vice-Presidents of the Assembly***

The Assembly elected by acclamation Honourable Kenred Dorsett of the Commonwealth of the Bahamas as Vice-President of the first Assembly of SIDS DOCK. His term is set to expire in September 2016.

Noting that there was a need to still fill one of the two Vice-Presidency posts, the Interim Secretariat invited a SIDS DOCK Member State from either the Pacific Group or the AIMS Group to nominate a candidate for the remaining post of Vice-President, and requested that the information be transmitted as soon as possible to the Interim Secretariat. The Assembly accepted this arrangement to fill the remaining vacant post of Vice-President.

**A/1/SR Session Report first Assembly**

***(d) Appointment of a Credentials Committee***

The Acting President recommended to the Assembly that it appoint Mr. Arthur Rolle of the Commonwealth of the Bahamas, Mrs. Joyce Borne of Barbados, and Dr. Colin Young of Belize as members of the credentials committee. The Assembly approved the composition of the committee.

**(*e) Participation of Observers*** (Document A/1/2)

The Assembly adopted the list of states and organisations seeking observer status with the Assembly at its first session.

**Agenda Item 3 - Provisional Rules of Procedure of the Assembly and of the Executive Council** (Document A/1/DC/1)

The Assembly adopted by acclamation Decision A/1/DC/1 and its annex, which contains the Provisional rules of procedure of the Assembly and of the Executive Council. The Decision mandates the Executive Council of SIDS DOCK to review the Provisional Rules of Procedure of the Assembly and of the Executive Council, and to recommend to the Assembly at its second session draft Rules of Procedure for the Assembly and the Executive Council.

**Agenda Item 4 - Report of the Depositary** (Document A/1/2)

The Assembly took note of and adopted the Report of the Depositary.

On behalf of the Assembly, the Acting President expressed heartfelt appreciation and gratitude to the Government of Belize for its outstanding work and for its commitment to ensuring that SIDS DOCK becomes a reality, and indicated that he was looking forward to the continued cooperation from the Government of Belize as host of the Secretariat of SIDS DOCK.

**Agenda Item 5 – Report of the Credentials Committee** (Document A/1/3)

The Chair of the Credentials Committee, Arthur W. Rolle (Bahamas), introduced the report and read out the names of the Members for which the credentials had been found to be valid and which were therefore entitled to participate in the Assembly, in accordance with Rule 24 of the Provisional Rules of Procedure of the Assembly. The Assembly took note of the report of the credentials committee.

**Agenda Item 6 - Report on the activities of the Steering Committee** (Document A/1/4)

The Assembly took note and adopted the Report of the Steering Committee as contained in document A/1/4.

**Agenda Item 7 - Election of the Members of the Executive Council of SIDS DOCK** (Document A/1/DC/2)

**Session Report first Assembly A/1/SR**

The Assembly noted an inconsistency in rule 55 of the provisional rules of procedures of the Assembly, as contained in document A/1/DC/1 and the actual amount of Members to be elected to the Executive Council. The Assembly agreed to amend rule 55 of the provisional rules of procedure to be consistent as follows “*in accordance with article VII, section 1, of the statue, at the first Assembly, the Assembly shall elect* ***up to nine*** *Assembly Representatives to serve as members of the Executive Council.*” The document will be reissued as A/1/DC/1/Rev.1.

In accordance with Article VII of the Statute, one-third of the members will serve for one year, one-third will serve for two years and one-third for three years. In this regard, the Assembly agreed that three of the eight members would serve for one-year; three members would serve for two-years and two members for three-years. After the drawing of lots, the Assembly elected by acclamation the following membersto serve on the Executive Council for their respective set term of office:

Therefore the following members will serve for one year (2015-2016): Mr. Fitzroy James (Grenada); Mr. Sylvester Clauzel (Saint Lucia); and Mr. Ellsworth Dacon (Saint Vincent and the Grenadines)

The following members will serve for two years (2015-2017): Ms. Rhianna M. Neely-Murphy, Ph. D (Bahamas); His Excellency Dr. Vince Henderson (Dominica); and His Excellency Mr. Ronny Jumeau (Seychelles)

and the following members will serve for three years (2015 -2018): Dr. Kenrick Leslie (Belize); and Mr. Sione Foliaki (Samoa)

All members are eligible for re-election at the end of their respective terms, and all terms will subsequently be for a period of three years.

The Acting President congratulated the members on their election to the Executive Council and wished them well.

Following an intervention by the Interim Secretariat, the Assembly agreed that for the election of members in 2016 there will be four (4) vacancies to be filled, one of which will be for a term of two (2) years in order to be consistent with the one-third stipiulation. This member will be eligible for re-election in 2018 for a three year term.

The Decision as contained in document A/1/DC/2 will be admended to reflect the terms of office of each member and will be reissued as document number A/1/DC/2/Rev.1 . Document number A/1/DC/2/Rev.1 was adopted as orally amended.

**Agenda Item 8 - Organization of the second session of the Assembly**

***(a) Designation of the date***

The Assembly agreed that the date for the second session of the Assembly be scheduled on the margins of the seventy-first session of the General Debate of the United Nations General Assembly (UNGA) in New York in September 2016.

**A/1/SR Session Report first Assembly**

***(b) Designation of members of the Bureau for the second session* *of the Assembly***

The Assembly agreed that States Parties should forward their desires to serve on the Bureau of the second session of the Assembly to the Interim Secretariat, as soon as possible and before 1 June 2016, in order to facilitate a smooth transition in September 2016. The seat of the Presidency should come from the Pacific region, and a Vice President from AIMS region and another from the Caribbean region, respectively.

**Agenda Item 9 – Any other matters**

i) Samoa, noting that there is a decision to open a regional SIDS DOCK centre in Samoa at the Secretariat of the Pacific Regional Environment Programme (SPREP), requested an update from the Interim Secretariat on the status of that centre.

The Interim Secretary informed the Assembly that the opening of the regional centre was pending on the approval of registration by the United Nations of the organization (SIDS DOCK). The opening of the Secretariat in Belize is also pending on this same approval.

ii) Grenada requested the Assembly to formally express gratitude to the work and dedication of Dr. Albert Binger, noting that he single handedly for several years steered this initiative and is the reason why this SIDS organization became a reality. The Acting President concurred to this and requested the Assembly to show its appreciation by acclamation, which they did.

**Agenda Item 10 – closure of the session**

The Acting President thanked the Assembly for their participation in this very first session of the Assembly of SIDS DOCK, and for making it a great success. He implored the Assembly to stay committed and dedicated to securing a better, more climate resilient economy for the citizens of SIDS, and wished every delegation success with the ongoing climate change negotiations.

The first session of the Assembly of SIDS DOCK was thereby adjourned at 5:02pm.

**Annex 1 A/1/1/Rev.1**



Distribution: General

5 December 2015

 ***United Nations Decade of Sustainable Energy For All (2014-2024)***

Marguerite First Assembly of SIDS DOCK

Paris, France

10 December 2015

Agenda Item: 2a

AGENDA

1. Opening of the session
2. Organization of work
3. Adoption of the agenda
4. Election of President of the Assembly
5. Election of Vice-Presidents
6. Provisional Rules of procedure of the Assembly and of the Executive Council
7. Appointment of a Credentials Committee
8. Participation of observers
9. Report of the Depositary
10. Report of the Credentials Committee
11. Report on the activities of the Steering Committee
12. Election of the members of the Executive Council
13. Organization of the second session of the Assembly
14. Designation of the date of the second session of the Assembly
15. Designation of the members of the Bureau of the second session of the Assembly
16. Any Other Business
17. Closure of the session

**Annex 2 A/1/PRC**



Distribution: General

20 December 2015

 ***United Nations Decade of Sustainable Energy For All (2014-2024)***

List of participants

|  |  |  |  |
| --- | --- | --- | --- |
| **COUNTRY** | **PARTICIPANT’S NAME** | **DEPARTMENT/INSTITUTION** | **POSITION/TITLE** |
| Bahamas | Hon. Kenred Dorsett | Ministry of the Environment and Housing | Minister |
| Mr. Philip Weech | Ministry of the Environment and Housing |  |
| Mr. Arthur Rolle | Ministry of the Environment and Housing |  |
| Ms. Tishka Fraser-Francis | Permanent Mission to the United Nations  | Counsellor |
| Ms. Rhianna Neeley-Murphy | Ministry of the Environment and Housing | Environmental Officer |
| Barbados | Dr. the Hon. Denis Lowe | Ministry of the Environment and Drainage | Minister |
| Mr. Ricardo Ward | Ministry of the Environment and Drainage | Project Manager |
| Mr. Ron Goodridge | Ministry of the Environment and Drainage | Environmental Officer |
| Mrs. Joyce Bourne | Ministry of Foreign Affairs and Foreign Trade | Senior Foreign Officer |
| Belize | Hon. Omar Antonio Figueroa | Ministry of Agriculture, Fisheries, Forestry, Environment and Sustainable Development | Minister of State |
| H.E. Mrs. Janine Felson | Permanent Mission to the United Nations  | Ambassador Deputy Permanent Representative |
| Dr. Colin Young | Ministry of Agriculture, Fisheries, Forestry, Environment and Sustainable Development | Chief Executive Officer |
| Ms. Ann Josephine Gordon | Ministry of Agriculture, Fisheries, Forestry, Environment and Sustainable Development | Climate Change Coordinator |
| Cook Islands | Ms. Talissa Koteca | Office of the Prime Minister |  |
| **COUNTRY/****ORGANIZATION** | **PARTICIPANT’S NAME** | **DEPARTMENT/INSTITUTION** | **POSITION/TITLE** |
| Dominica | Hon. Roosevelt Skerrit | Prime Minister Ministry | Prime Minister |
| H.E. Mr. Vince Henderson | Permanent Mission to the United Nations  | Ambassador Permanent Representative  |
| Ms. Kimisha Thomas | Ministry of the Environment  | Environmental Officer |
| Grenada | Dr. Spencer | Ministry of the Environment |  |
| Mr. Fitzroy James | Ministry of Economic Development, Planning, Trade and Cooperatives | Director of Economic & Technical Cooperation |
| Saint Kitts & Nevis |  |  |  |
| Saint Lucia |  |  |  |
| Saint Vincent & the Grenadines | Hon. Clayton Burgin | Ministry of Health, Wellness and the Environment | Minister |
| Ms. Nayasha Hamilton  | Ministry of Health, Wellness and the Environment | Environmental Educator/National Climate Change Focal Point |
| Ms. Decima Corea | Ministry of Finance and Economic Planning | Head, National Authorising Officer Support Unit  |
| Mr. Ellsworth Dacon | Ministry of National Security, Air & Sea Port Development | Director, Energy Unit |
| Samoa | H.E. Mr. Ali’ioaiga Feturi Elisaia | Permanent Mission to the United Nations  | Ambassador Permanent Representative |
| Mr. Sione Foliaki | Ministry of Finance, Energy Policy Coordination & Management Division | Assistant Chief Executive Officer |
| Seychelles | Hon. Didier Dogley | Ministry of Environment, Energy and Climate Change | Minister |
| H.E. Mr. Ronald Jumeau | Division for Climate Change and Small Island Developing States Issues | Ambassador |
| Mr. Willis Agricole | Ministry of Environment, Energy and Climate Change | Principal Secretary |
| Mr. Tony Amaduwa | Seychelles Energy Commission | Chief Executive Officer |
| Tuvalu |  |  |  |

**Annex 3 A/1/OBS**



Distribution: General

20 December 2015

 ***United Nations Decade of Sustainable Energy For All (2014-2024)***

**List of states and organisations**

**seeking observer status with the Assembly at its first session**

**Signatories**

1. Cabo Verde
2. Palau

**Non-Signatories and Others**

1. Antigua and Barbuda
2. Caribbean Community Climate Change Centre
3. Caribbean Community Secretariat
4. Jamaica
5. Guyana
6. Secretariat (SPREP)
7. Trinidad and Tobago

**Annex 4 A/1/DC/1/Rev.1**



 Distribution: General

 4 December 2015

 ***United Nations Decade of Sustainable Energy For All (2014-2024)***

First Assembly of SIDS DOCK

Paris, France

10 December 2015

Agenda Item: 3

**Decision on the**

**Provisional Rules of Procedure of the Assembly and of the Council**

The Assembly,

*Recognizing* that the procedural issues to be addressed at the initial stages of the SIDS DOCK are numerous and complex,

*Recognizing also* that some of these issues will be temporary or evolve quickly after the first session of the Assembly,

*Emphasizing* the need for a mechanism to review and adjust the Rules of Procedure to the requirements of the Assembly and of the executive Council, particularly in view of the fast-changing composition of the membership of the SIDS DOCK,

*Taking* note of the proposed draft Provisional Rules of Procedure of the Assembly, and of the draft Provisional Rules of Procedure of the Executive Council, transmitted by the Steering Committee for the SIDS DOCK and annexed hereto,

*Acting within its authority,*

*1. Decides* to adopt the annexed Provisional Rules of Procedure of the Assembly (Annex 1) and of the executive Council (Annex 2);

*2. Decides* to mandate the Executive Council to review the Provisional Rules of Procedure of the Assembly and of the Executive Council and to recommend to the Assembly at its second session draft Rules of Procedure for the Assembly and the Executive Council.

**A/1/DC/1/Rev.1 Annex 4**

**ANNEX I**

#

# PROVISIONAL RULES OF PROCEDURE OF THE ASSEMBLY

**Annex 4 A/1/DC/1/Rev.1**

These rules may be referred to as the “Assembly Rules.”

1. **SESSIONS**
	1. **Regular Session**

**Rule 1 *Frequency of sessions***

The Assembly shall meet at least annually at the call of the President of the
Assembly (“President”), and/or the Chairman of the Executive Council (“Chairman”) The session shall be convened upon sixty days written notice on a date set by the President and/or the Chairman.

**Rule 2 *Notification of sessions***

The Secretary-General of SIDS DOCK (the “Secretary-General”), on behalf and under the authority of the Chairman and/or the President shall notify all Members of the Assembly at least sixty days in advance of each regular session, of the opening date, place and expected duration thereof.

* 1. **Special Session**

**Rule 3 *Summoning by the Assembly***

Special sessions of the Assembly shall be convened when decided by the Chairman and/or the President or as otherwise provided for in these Assembly Rules.

**Rule 4 *Summoning at the request of the President and/or Chairman***

Special sessions of the Assembly shall be convened as soon as practicable but not later than sixty days after the receipt by the Secretary General of a request for such a session from the President and/or the Chairman unless specified otherwise in the request.

**Rule 5 *Summoning at the request of Members***

Any member of the Assembly may request that the President convene a special session of the Assembly. The President shall immediately inform the other members of the Assembly of the request, communicate to all members the estimated costs and relevant administrative and logistical considerations in relation to the hosting of a special session and inquire whether they concur with it. If within thirty days of the date of the communication one third of the members concur with the request, a special session of the Assembly shall be convened by the President not later than sixty days after the receipt of such concurrence.

**Annex 4 A/1/DC/1/Rev.1**

**Rule 6 *Notification of special sessions***

The Secretary-General, on behalf and under the authority of the Chairman and/or the President, shall notify all members of the Assembly at least sixty days in advance of each special session, of the opening date, place and expected duration thereof.

* 1. **General**

**Rule 7 *Place of sessions***

Sessions of the Assembly may take place at the seat of the SIDS DOCK, or at any other location decided by the Assembly, the President and/or the Chairman in accordance with the Statute.

**Rule 8 *Written procedure***

The Assembly may act by means of proxy letter, e-mail or such other method of communication in which the participation of each member of the Assembly may be facilitated and the votes of each member of the Assembly may be recorded, in accordance with the provisions of the Statute concerning quorum and majorities as well as other relevant provisions of these Assembly Rules.

1. **AGENDA**
	1. **Regular Session**

**Rule 9 *Agenda for Regular and Special Sessions***

The Secretary-General shall draft a provisional agenda for each regular and special session of the Assembly and submit it for the approval of the Executive Council and the President. The President shall distribute the agenda for each meeting to all members of the Assembly not later than thirty days in advance of a regular session, or as soon as practicable in advance of a special session. Members of the Assembly may request that additional items be included in the agenda.

* 1. **General**

**Rule 10 *Explanatory memoranda***

Each item proposed for inclusion in the agenda should be accompanied by such supporting documents as necessary to support the Assembly’s consideration of the issue.

**Annex 4 A/1/DC/1/Rev.1**

**Rule 11 *Circulation of supporting documents***

Draft reports, decisions, programmes, and budgets of the SIDS DOCK and other documents relating to the provisional agenda of a session shall be sent by the Secretary-General to each member of the Assembly no later than thirty days in advance of a regular session, or as soon as practicable in advance of a special session. All supporting documents shall at the same time be

made available on the SIDS DOCK website, with the exception of those documents that are decided to be confidential by the Assembly or the Executive Council based on the criteria in Rule 63. The latter may only be made available on the password-secured area of the SIDS DOCK website.

1. **REPRESENTATION OF MEMBERS AND PARTICIPATION OF OBSERVERS**

**Rule 12 *Composition of delegations***

Each member of the SIDS DOCK shall be represented at the Assembly by one Representative, who shall be the Head of the State or Government or the Minister for Foreign Affairs of such member or his or her designee. Such Representative may be accompanied by any such advisers he or she may reasonably require. The designated Representatives and their advisors shall constitute the member's delegation to the Assembly. In the event a Representative is incapacitated or unable to attend a meeting, he or she may designate an alternate for such meeting.

**Rule 13 *Participation of Observers***

Signatories, and other entities to whom Observer status may be granted by the Assembly under Article VI, Sections 8 and 9, of the Statute, should request appropriate authorization from the President, who shall place such request for observer status on the agenda of the Assembly for its consideration.

1. **CREDENTIALS**

**Rule 14 *Submission of credentials***

The credentials of each representative and the names of the persons constituting the member's delegation should be submitted to the Secretariat for approval not less than seven days in advance of the session which the delegation will attend. The credentials shall be issued either by the Head of the State or Government or by the Minister for Foreign Affairs. Credentials when accepted shall remain in effect so long as the holder remains a member of the delegation.

**Rule 15 *Provisional admission to a session***

Pending a decision upon their credentials, representatives shall be entitled to participate provisionally in the session. Any representative to whose admission a member has made objection shall be seated provisionally with the same rights as other representatives until the Credentials Committee has reported and the Assembly has given its decision.

**Annex 4** **A/1/DC/1/Rev.1**

1. **PRESIDENT, VICE-PRESIDENTS, RAPPORTEUR, AND OTHER OFFICIALS**

**Rule 16 *Election of President and Vice-Presidents***

Unless the Assembly decides otherwise, the Assembly shall elect a President and two Vice-Presidents, having due regard to equitable geographical rotation of these offices among the three regional groupings as pursuant to Annex A to these Rules.

**Rule 17 Term of office**

The Assembly shall annually designate a Representative who shall serve as a President and two Representatives to serve as Vice-Presidents and shall also nominate Representatives to stand for election to such offices at the beginning of the next session of the Assembly. For the purpose of a smooth transition and continuity of work, the designated President and/or Vice-Presidents shall, to the extent practicable, work in collaboration with the nominated President and/or Vice-Presidents to facilitate the preparation of the next regular meeting of the Assembly. Nominations for the President and Vice Presidents may be made by Representatives either in advance of a meeting or from the floor or may be recommended by the Executive Council.

**Rule 18 *Acting President***

If the President is absent during a meeting or any part thereof, or whenever he or she deems that for the proper fulfillment of the responsibilities of the office of President he or she should not preside over the Assembly during the consideration of a particular question, he or she shall designate one of the Vice-Presidents to take his or her place, who, while acting as President, shall have the same powers and duties as the President.

**Rule 19 *Rapporteur and other officials***

At the beginning of each Assembly session, the President shall propose a member of the Assembly to act as Rapporteur. The President shall also appoint other officials, having due regard to equitable geographical representation and gender balance. With the assistance of the Secretariat, the Rapporteur will be responsible for the recording and transcription of the proceedings of the meeting, the preparation, review and approval of the minutes, and such other related duties and responsibilities as may be assigned by the President.

**Rule 20 *Vacancies***

A vacancy in the office of any official shall be filled in the same manner in which the original holder of that office or position was appointed or selected. Individuals selected or appointed to fill vacant positions shall hold such positions for the unexpired term of their predecessor.

**Annex 4 A/1/DC/1/Rev.1**

1. **Executive COUNCIL AND THE SECRETARIAT**

**Rule 21 *Representation of the Executive Council***

The Executive Council shall have all powers provided by Article VII of the Statute. In the event of a conflict between the provisions of these Rules and those of the Statute, the provisions of the Statute shall prevail. The Executive Council shall be represented at the Assembly by its Chair or by such person or persons serving at the Executive Council that are appointed by him or her.

**Rule 22 *Role of the Secretary-General***

The Secretary-General and Secretariat shall have all powers prescribed by Article VIII of the Statute. In the event of a conflict between the provisions of these Rules and those of the Statute, the provisions of the Statute shall prevail. The Secretary-General shall participate without the right to vote at all sessions of the Assembly and of its committees and other subsidiary organs, or he or she may designate a member of the Secretariat to represent him or her at any such sessions. The Secretary-General or his or her representative may make oral or written statements to such sessions. The Secretary-General shall be responsible for all the necessary arrangements for the sessions of the Assembly, its committees and other subsidiary organs.

**Rule 23 *Duties of the Secretariat in Connection with Assembly Meetings***

The Secretariat shall receive, translate (when appropriate), print and distribute documents, reports and resolutions of the Assembly, its committees and other subsidiary organs; have the custody and proper preservation of the documents in the archives of the SIDS DOCK; the publication of reports of the sessions of the Assembly; the distribution of all documents of the Assembly to the members of the SIDS DOCK; and the performance of all other work which the Assembly, its committees or other subsidiary organs may require.

1. **SUBSIDIARY ORGANS OF THE ASSEMBLY**

**Rule 24 *Establishment of subsidiary organs***

The Assembly may, in accordance with Article VI, paragraph 3, of the Statute, establish such committees or other subsidiary organs as it deems necessary for the performance of its functions. In establishing such organs, the Assembly shall also agree on their authorities’ rules of procedure, membership, number of members, tenure and deliverables. When determining the membership, the Assembly shall take into account equitable geographic distribution and gender balance. Subsidiary organs shall be reviewed annually by the Assembly to determine whether they should be continued or their authorities modified. Membership in subsidiary organs created by the Assembly may include members and Signatories of the Statute.

**Annex 4 A/1/DC/1/Rev.1**

**Rule 25 *Officials***

Subsidiary organs may have such officers as the Assembly designates, each of whom shall be elected by the Assembly annually. Each subsidiary organ of the Assembly may elect officials other than the Chair and Vice-Chair. These officials shall be elected on the basis of equitable geographical representation, experience, personal competence and gender balance. Chairs of subsidiary bodies shall serve for one year terms, renewable one time.

**Rule 26 *Dates of meetings***

Subsidiary organs shall meet only as often as may be required for the fulfillment of their functions. Meetings of the Assembly, the Executive Council or other subsidiary organs should be taken into account when setting the dates of meetings.

**Rule 27 *Notification and provisional agenda***

The Chairman, in collaboration with the Secretariat, shall prepare the provisional agenda for meetings of the subsidiary organs. The Secretary General, on behalf of the Chair of a subsidiary organ shall provide notification as far in advance as possible prior to the commencement of any meeting of the subsidiary organ, and shall endeavor to provide the provisional agenda and all supporting documents to all members of the subsidiary organ at least fifteen days in advance of the meeting.

1. **CONDUCT OF BUSINESS AT SESSIONS OF THE ASSEMBLY**

**Rule 28 *Public and closed sessions of the Assembly***

(a) Sessions of the Assembly and all subsidiary organs shall be held in public unless the Assembly, the President and/or the Chairman determine otherwise. Where it is determined that that substantial parts of sessions are to be closed, the Secretariat must provide at least seven days’ notice to members and observers. This cannot preempt the right of the Assembly to declare parts of a session closed during the course of a session.

(b) Subject to any decision of the Assembly, the Secretary-General shall make appropriate arrangements for the admission of representatives of the press and of other information agencies to public sessions of the Assembly.

**Rule 29 *Functions of the President during Assembly sessions***

In addition to exercising the powers which are conferred upon him or her by these Assembly Rules, the President shall declare the opening and closing of each session of the Assembly, shall direct its discussions, ensure observance of these Assembly Rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order and, subject to these Assembly Rules, shall have control of the proceedings of the Assembly and

**Annex 4 A/1/DC/1/Rev.1**

over the maintenance of order at its sessions. The President may propose to the Assembly the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak on any question, the closure of the list of speakers or the closure of the debate. He or she may propose the suspension or adjournment of the session or the adjournment of the debate on the item under discussion. The President, in the exercise of his or her functions, shall remain under the authority of the Assembly.

**Rule 30 *Speeches***

No representative may address the Assembly without having previously obtained the permission of the President. Subject to Rule 32 of these Assembly Rules, the President shall call upon speakers in the order they signify their desire to speak. The President may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

**Rule 31 *Precedence***

The President may accord precedence to the Chair of the Executive Council and to the Chair or other officer of a committee or any other subsidiary organ of the Assembly, for the purpose of explaining a report or recommendations submitted to the Assembly. He or she may also accord precedence to the Secretary-General or his or her representative.

**Rule 32 *Points of order***

During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the President in accordance with these Assembly Rules. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the Presidents’ ruling shall stand unless overruled by a majority of the members present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

**Rule 33 *Time-limit on speeches and remarks***

The Assembly may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. When debate is limited and a representative has spoken his or her allotted time, the President shall call him or her to order without delay.

**Rule 34 *Closing of list of speakers and right of reply***

During the course of a debate, the President may announce a list of speakers and, with the consent of the Assembly, declare the list closed. He or she may, however, accord the right of reply to any representative if a speech delivered after the list has been closed makes this desirable.

**Annex 4 A/1/DC/1/Rev.1**

**Rule 35 *Adjournment of debate***

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. Permission to speak on the motion shall be accorded only to two representatives in favour of and to two opposing the adjournment, after which the motion shall be immediately decided. The President may limit the time to be allowed to speakers under this Rule.

**Rule 36 *Closure of debate***

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his or her wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be immediately decided. If the Assembly is in favour of the closure, the President shall declare the closure of the debate. The President may limit the time to be allowed to speakers under this Rule.

**Rule 37 *Suspension or adjournment of the session***

A representative may at any time move the suspension or the adjournment of the session. The President may limit the time to be allowed to the speaker moving the suspension or adjournment of the session. No discussion on such motions shall be permitted and they shall be immediately put to the vote.

**Rule 38 *Order of procedural motions***

Subject to Rule 32 of these Rules, the motions listed here under shall have precedence in the following order over all other proposals or motions before the session:

1. To suspend the session;
2. To adjourn the session;
3. To adjourn the debate on the item under discussion; and
4. To close the debate on the item under discussion.

**Rule 39 *Decisions on competence***

Subject to Rule 39 of these Rules, any motion calling for a decision on the competence of the Assembly to adopt a proposal submitted to it shall be decided upon before a decision is taken on the proposal in question.

**Annex 4 A/1/DC/1/Rev.1**

**Rule 40 *Proposals and amendments***

Proposals and amendments shall normally be submitted in writing to the Secretariat which shall circulate copies to all delegations. Following the distribution of copies, delegations shall be given reasonable time before proposals are discussed or considered for decision.

**Rule 41 *Withdrawal of proposals or motions***

Any proposal or motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that it has not been amended by decision of the Assembly. A proposal or a motion thus withdrawn may be reintroduced by any representative.

**Rule 42 *Reconsideration of proposals or amendments***

When a proposal or amendment has been adopted or rejected, it shall not be reconsidered at the same session unless the Assembly so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing reconsideration, after which the motion shall be immediately put to the vote.

1. **VOTING**

**Rule 43 *Voting***

Voting in the Assembly shall be consistent with Article VI, Section 2 of the Statute.

**Rule 44 *Methods of voting***

The normal method of voting shall be by show of hands. Any representative may request a roll-call, which shall then be taken in the English alphabetical order of the names of the members of the SIDS DOCK. The name of each member shall be called in all roll-calls, and its representative shall reply "yes", "no" or "abstention". The result of the vote shall be inserted in the record of the session.

**Rule 45 *Conduct during voting***

After the President has announced the commencement of a vote, the voting shall not be interrupted until the result has been announced, except on a point of order in connection with the actual conduct of the voting.

**Annex 4 A/1/DC/1/Rev.1**

**Rule 46 *Explanation of vote***

Representatives may make brief statements consisting solely of explanations of a vote, before the voting has commenced or after the voting has been completed. Similarly, explanatory statements of position may be made in connection with a decision taken without a vote. The President may limit the time to be allowed for such explanations. The President shall not permit the proposer of a proposal or of an amendment to explain his or her vote on his or her own proposal or amendment.

**Rule 47 *Division of proposals and amendments***

A representative may move that parts of a proposal or of an amendment shall be voted on separately. If objection is made to the request for division, the motion for division shall be first voted upon. Permission to speak on the motion for division shall be accorded only to two representatives in favour and two representatives against. If the motion for division is carried, those parts of the proposal or of the amendment which are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

**Rule 48 *Voting on amendments***

(a) When an amendment to a proposal is moved, the amendment shall be voted first. When two or more amendments are moved to a proposal, the Assembly shall first vote on the amendment deemed by the President to be furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on, until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

(b) A motion shall be considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

**Rule 49 *Voting on proposals***

If two or more proposals relate to the same question, the Assembly shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Assembly may, after each vote on a proposal, decide whether to vote on the next proposal.

**Rule 50 *Equally divided votes***

If a vote is equally divided in voting other than elections, the President will give additional time within the session, for reconsideration of the issue before the proposal is once again put to vote. In case the vote is still equally divided, the proposal voted upon shall be considered as not adopted.

**Annex 4 A/1/DC/1/Rev.1**

1. **ELECTIONS**
	1. **Elections of Officials**

**Rule 51 *Secret ballot***

All elections shall be held by secret ballot, unless there is acclamation.

**Rule 52 *Elections to fill one elective place***

When only one elective place is to be filled and no candidate obtains in the first ballot a majority required, a second ballot shall be taken, which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot. If in the second ballot the votes are equally divided, the President shall decide between the candidates by drawing lots.

**Rule 53 *Elections to fill two or more elective places***

When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining the majority required is less than the number of elective places to be filled, there shall be no more than two ballots in respect of each elective place remaining to be filled. If in the first ballot for an unfilled elective place no candidate obtains the majority required, a second ballot shall be taken, which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot for that elective place. If in the second ballot for that elective place the votes are equally divided, the President shall decide between the candidates by drawing lots.

**Rule 54 *Appointment of the Secretary-General***

Designation of the Secretary-General shall be consistent with Article VI, Section 7 of the Statute. When voting is necessary, it shall be conducted by secret ballot in accordance with Rule 53.

* 1. **Elections of Executive Council Members**

**Rule 55 *Annual Election***

In accordance with Article VII, Section 1 of the Statute, at the first Assembly, the Assembly shall elect the Assembly shall elect up to nine (9) Assembly Representativesto serve as members of the Executive Council. As provided by the Statute, One third of the members of the first Council shall be elected to serve for one (1) year, one third for two (2) years and one third for three (3) years. Thereafter, the Assembly shall each year elect members to the Executive Council to fill expiring terms and to serve for a term of three years.

**Annex 4 A/1/DC/1/Rev.1**

For purposes of this provision, members of the SIDS DOCK are those that have deposited an instrument of ratification or accession with the Depositary, according to Articles XVII, Section 2 and Article XVIII, Section 2 of the Statute, at least 30 days prior to the Assembly in which the election will take place. In accordance with the Statute,

**Rule 56 *Nominations***

In accordance with Article VII Section 1 of the Statute nominations for election to the Executive Council must be submitted in writing by member states of SIDS DOCK with due consideration being given to equitable regional distribution and gender representation..

For purposes of this provision, members of the SIDS DOCK are those that have deposited an instrument of ratification or accession with the Depositary, according to Articles XVII, Section 2 and Article XVIII, Section 2 of the Statute, at least 30 days prior to the Assembly in which the election will take place. In accordance with the Statute,

**Rule 57 *Distribution of seats***

To ensure equitable geographical distribution and effectiveness of its work, the Executive Council should insofar as practicable, provide for representation of:

1. Group A – AIMS;
2. Group B – Caribbean; and
3. Group C – Pacific,

as such groups are defined in Annex A. Each group may nominate up to two alternates, and shall present alternates alongside candidates to the Assembly.

**Rule 58 *Composition***

The members of the Executive Council, no two of whom shall be nationals of the same State, shall be elected on the basis of broad geographical representation, personal qualifications and experience and shall serve for a period of three years. Pursuant to Article VII, Section 1 of the Statute, no member of the Executive Council may serve for more than two consecutive Terms.

**Rule 59 *Functions***

Pursuant to Article VII, Section 2 of the Statute, the Executive Council shall bear responsibility for the overall direction, operation, and functioning of the SIDS DOCK and its Secretariat, including its activities, work programmes, and projects, and shall discharge its responsibilities in a fair, equitable and transparent manner as fiduciaries. It shall perform such other duties as may be assigned to it under the Rules of Procedure of the Executive Council.

**Annex 4 A/1/DC/1/Rev.1**

1. **DOCUMENTATION**

**Rule 60 *Reports***

(a) Reports of sessions of the Assembly shall contain the text of all recommendations and decisions of the Assembly adopted at that session. The report shall be prepared by the Secretariat in close cooperation with the Rapporteur who will provide the report to the President and the Vice-Presidents no later than thirty days following adjournment of the Assembly session. The Secretariat shall, immediately upon approval of the Rapporteur and President, make such reports available to all members of the SIDS DOCK. Reports of Assembly sessions shall not be official until approved by the Assembly.

(b) Reports of meetings of subsidiary organs of the Assembly and their recommendations shall be issued by the Secretariat, unless the Assembly decides otherwise.

**Rule 61 *Official records***

A set of official records shall be maintained by the Secretariat, containing the text of all recommendations and decisions of the Assembly, recommendations of subsidiary organs to plenary sessions of the Assembly, as well as a complete set of all Assembly documents.

**Rule 62 *Publication of Assembly Documents***

As soon as possible, and under terms and subject to exceptions as may be approved by the Assembly or the Executive Council and consistent with the rights of individuals to privacy, the property rights of persons in trade secrets and confidential commercial or financial information, and the need of the Assembly to promote frank internal deliberations, the Secretariat shall make publicly available all documents and records related to and used in support of the activities and decisions of the Assembly. Such documents shall normally be posted on the SIDS DOCK website and shall include, at a minimum and subject to the provisions above, the final reports of each Assembly meeting, a record of all Assembly decisions, and all documents supporting the work of the Assembly and its subsidiary organs.

**A/1/DC/1/Rev.1 Annex 4**

#

# ANNEX 2

# PROVISIONAL RULES OF PROCEDURE Of THE EXECUTIVE COUNCIL

**Annex 4 A/1/DC/1/Rev.1**

These rules may be referred to as the “Council Rules.”

1. **MEETINGS**

**Rule 1 *Frequency of meetings***

The Executive Council shall convene twice a year at regular sessions and shall convene in special sessions as often as the Chair determines appropriate. The Executive Council shall determine at each meeting the time and place of its next regular meeting. The Executive Council shall meet as often as may be required between regular meetings for the fulfillment of its powers and functions. The Executive Council may be convened on the authority of the Chair of the Executive Council (the “Chair”), who shall convene a meeting of the Executive Council at the request of the Assembly, or at the request of three members of the Executive Council.

**Rule 2 *Notification of meetings***

No advance notice of the calling of a meeting shall be required when the date and time have been decided by the Executive Council at an earlier meeting. For all other in-person meetings the Secretary-General, in coordination with the Chair, shall provide reasonable notice of the meeting to the members of the Executive Council, and in any case not less than thirty days’ notice, informing the members of the date, place, and expected duration of the meeting, as well as of the provisional agenda and any administrative, financial and logistical considerations for consideration by members.

**Rule 3 *Place of in-person meetings***

Meetings may be held in any location as agreed upon by the Chair and the Secretary-General.

**Rule 4 *Meetings other than in-person***

The Executive Council may act by means of proxy letter, teleconference, video-conference, and other similar means of communication in which the participation of each member of the Executive Council may be facilitated and the votes of each member of the Executive Council may be recorded.

1. **REPRESENTATION OF MEMBERS**

**Rule 5 *Representatives***

Members of the Executive Council shall be the Assembly Members for their respective member countries or their designees. Each representative may be accompanied by advisers, which he or

**Annex 4** **A/1/DC/1/Rev.1**

she may reasonably require. Designated alternates may act in place of their representative if so required. The cost of representation shall be borne by the member state concerned.

**Rule 6 *Submission of credentials***

The credentials of representatives on the Executive Council shall be submitted to the Secretary-General before the first meeting of the Executive Council, for evaluation and acceptance by the Secretary-General. The credentials shall be issued by the competent authority of the member state government authorizing the representative to perform on behalf of the member the functions indicated in the Statute. The acceptance of credentials shall remain valid for the term for which that member was elected unless withdrawn or replaced by new credentials. Representatives shall notify the Secretary-General of the names of their advisers.

**Rule 7 *Provisional acceptance of credentials***

Pending acceptance of the credentials of a representative of a member of the Executive Council in accordance with Rule 6 of these Council Rules, such representative shall be seated provisionally with the same rights as other representatives.

1. **CHAIR, VICE-CHAIRS, RAPPORTEUR, AND OTHER OFFICERS**

**Rule 8 *Election of Chair and Vice-Chair***

In accordance with Article VII, Section 3 of the Statute, the Executive Council shall elect at its first meeting and annually thereafter, by majority vote of the Executive Council members, a Chair and two Vice-Chairs, having due regard to equitable geographical representation and gender balance.

**Rule 9 *General powers and duties of the Chair***

The Executive Council Chair shall preside at all meetings of the Executive Council. If the Chair is absent during a meeting or any part thereof, or whenever he or she deems that for the proper fulfillment of the responsibilities of the office of Chair he or she should not preside over the Executive Council during the consideration of a particular question, one of the Vice-Chairs shall take his or her place, and shall have the same powers and duties as the Chair. The Chair and the Vice-Chairs may at all times participate in the discussions of the Executive Council as representatives and may also vote in that capacity. Alternatively, the Chair or one of the Vice-Chairs acting as Chair may designate another member of his or her delegation to participate in the discussion and vote in his or her place. The Chair will maintain close communications among the members of the Executive Council between meetings, and will work closely with the

**Annex 4 A/1/DC/1/Rev.1**

Secretary-General as necessary to ensure the Executive Council’s awareness of the day-to-day business of the SIDS DOCK.

**Rule 10 *Rapporteur and other officials***

At the beginning of each Executive Council meeting, the Chair shall propose to a member of the Executive Council to act as Rapporteur. The Chair may also appoint other officials, having due regard to equitable geographical representation and gender balance. With the assistance of the Secretariat, the Rapporteur will be responsible for the recording and transcription of the proceedings of the meeting, the preparation, review and approval of the minutes, and such other related duties and responsibilities as may be assigned by the Chair.

**Rule 11 *Vacancies***

A vacancy in the office of any officer shall be filled in the same manner in which the original holder of that office or position was appointed or selected. Individuals selected or appointed to fill vacant positions shall hold such positions for the unexpired term of their predecessor.

**Rule 12 *Representation of the Executive Council at the Assembly***

The Chair or such person or persons serving at the Executive Council that are appointed by him or her shall represent the Executive Council at the Assembly.

1. **SECRETARY-GENERAL**

**Rule 13 *Role of the Secretary-General***

The Secretary-General or a representative designated by him or her may participate, without the right to vote, in all meetings of the Executive Council and its subsidiary organs, or he or she may designate a member of the Secretariat to represent him or her at any such sessions.

**Rule 14 *Duties of the Secretariat* in Connection with Executive Council**

The Secretariat shall provide all necessary support to the Executive Council in the performance of its functions. In particular it shall receive, reproduce and distribute documents of the Executive Council and its subsidiary organs; prepare and circulate reports of meetings, decisions adopted by the Executive Council and any other documentation required; maintain custody of documents of the Executive Council in the archives of the Agency; and generally perform all other work, which the Executive Council and its subsidiary organs may require.

**Annex 4 A/1/DC/1/Rev.1**

1. **SUBSIDIARY ORGANS OF THE COUNCIL**

**Rule 15 *Establishment of subsidiary organs***

The Executive Council may, in accordance with Article VII, Section 4 of the Statute, establish such committees or other subsidiary organs as it deems necessary for the performance of its functions. In establishing such organs, the Executive Council shall also agree on their terms of reference, membership, number of members, tenure, and deliverables. When determining the membership, the Executive Council shall take into account fair and equitable geographic distribution and gender balance. Subsidiary organs should be periodically reviewed by the Executive Council to determine whether they should be continued or their terms of reference modified.

**Rule 16 *Participation***

Membership and participation in subsidiary organs or committees created by the Executive Council is limited to members of the SIDS DOCK. Committee members shall be appointed at each first Executive Council meeting following the Assembly’s election of a new Executive Council, unless otherwise agreed by the Executive Council.

**Rule 17 *Officers***

Subsidiary organs or committees may elect such officers as are determined to be necessary in the discretion of the Executive Council.

**Rule 18 *Meetings***

Subsidiary organs shall only meet as often as may be required for the fulfillment of their functions. Meetings of the Assembly, the Executive Council or other subsidiary organs should be taken into account when setting the dates of meetings. Procedures for meetings of subsidiary organs or committees shall be those set forth for the Executive Council in Rules 2 through 4 of these Council Rules.

1. **CONDUCT OF BUSINESS AT MEETINGS OF THE Executive COUNCIL**

**Rule 19 *Open and closed meetings of the Executive Council***

In the Chair’s discretion, the Executive Council may conduct its business in closed sessions (members and advisors only). Where the Chair determines that substantial parts of sessions are to be closed, the Secretariat must provide at least seven days’ notice to members and Observers. This cannot preempt the right of the Executive Council to call for closed sessions during the course of a meeting.

**Annex 4 A/1/DC/1/Rev.1**

**Rule 20 *Functions of the Chair during Executive Council meetings***

The Chair shall declare the opening and closing of each meeting of the Executive Council, direct the discussions, ensure observance of these Council Rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order and, subject to these Council Rules, have control of the proceedings of the Executive Council and over the maintenance of order at its meetings. The Chair may propose to the Executive Council the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak on any question, the closure of the list of speakers or the closure of the debate. He or she may also propose the suspension or adjournment of the meeting or the adjournment of the debate on the item under discussion. The Chair shall call upon speakers in the order in which they signify their desire to speak. The Chair may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

**Rule 21 *Points of order***

During the course of debate, a representative may rise to a point of order and the point of order shall be immediately decided by the Chair in accordance with these Council Rules. A representative may appeal against the ruling of the Chair. The appeal shall be immediately put to the vote and the Chair's ruling shall stand unless overruled. A representative rising to a point of order shall not speak on the substance of the matter under discussion.

**Rule 22 *Time-limit on speeches* and remarks**

The amount of time to be allowed to each speaker and the number of times each representative may speak on any question may at any time be limited by the Chair. When debate is so limited and a representative has spoken his or her allotted time, the Chair shall call him or her to order without delay.

**Rule 23 *Adjournment of the debate***

During the debate on any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favour of and two against the motion, after which it shall be immediately voted upon. If the Executive Council is in favour of the adjournment, the Chair shall declare the adjournment of the debate. The Chair may limit the time to be allowed to speakers under this Rule.

**Rule 24 *Closure of the debate***

A representative may at any time move the closure of the debate on the item under discussion whether or not any other representative has signified his or her wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be immediately put to the vote. If the Executive Council is in favour of the

**Annex 4 A/1/DC/1/Rev.1**

closure, the Chair shall declare the closure of the debate. The Chair may limit the time to be allowed to speakers under this Rule.

**Rule 25 *Suspension or adjournment of meetings***

During the debate on any matter, a representative may move the suspension or the adjournment of the meeting. Such motions shall not be debated but shall be immediately voted upon.

**Rule 26 *Order of procedural motions***

Subject to Rule 21 of these Council Rules, the following motions shall have precedence in the following order over all proposals or motions before the meeting:

1. To suspend the meeting;
2. To adjourn the meeting;
3. To adjourn the debate on the item under discussion;
4. To postpone until a later fixed date a decision on the substance of any proposal; and
5. For the closure of the debate on the item under discussion.

**Rule 27 *Decision on competence***

Subject to Rule 26 of these Council Rules, any motion calling for a decision on the competence of the Executive Council to adopt a proposal submitted to it shall be decided upon before a decision is taken on the proposal in question.

**Rule 28 *Proposals and amendments***

Proposals and amendments shall normally be introduced in writing and handed to the Secretary-General who shall circulate copies to all the representatives. As a general rule, no proposal shall be discussed or put to a vote unless it has been circulated to all the representatives not later than the day preceding the meeting. The Chair may, however, permit the discussion and consideration of amendments or of motions as to procedure even though such amendments or motions have not been circulated or have only been circulated the same day.

**Rule 29 *Withdrawal of proposals***

A proposal may be withdrawn by its proposer at any time before voting on it has commenced, provided that it has not been amended by decision of the Executive Council. A proposal which has thus been withdrawn may be reintroduced by any representative.

**Annex 4 A/1/DC/1/Rev.1**

**Rule 30 *Financial implications***

Before a proposal is voted upon, any representative to the Executive Council may request that the Secretary-General provide in writing information on the programme budget implications of that proposal.

1. **VOTING**

**Rule 31 *Voting and quorum***

Voting in the Executive Council shall be by simple majority of members present and voting. Two thirds of the members of the Executive Council shall constitute a quorum for decision making.

**Rule 32 *Methods of voting***

(a) Voting on all matters other than elections shall as a rule be by show of hands. Voting in elections shall be conducted by secret ballot.

(b) Whenever a roll-call vote has been requested, it shall be taken in the English alphabetical order of the names of the members of the Executive Council. Each representative shall reply affirmatively or negatively. The vote of each member of the Executive Council participating in a roll-call vote shall be inserted in the record.

**Rule 33 *Conduct during voting***

After the voting has begun, no representative shall interrupt the voting except on a point of order in connection with the conduct of the voting.

**Rule 34 *Explanation of vote***

Representatives may explain their votes, either before or after the voting, except when the vote is taken by secret ballot. The Chair may limit the time for such explanations. The Chair shall not permit the proposer of a proposal or of an amendment to explain his or her vote on his or her own proposal or amendment.

**Rule 35 *Division of proposals and amendments***

A representative may move that parts of a proposal or an amendment shall be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried out, those parts of the proposal or amendment that are subsequently approved shall be put to the vote as a whole. If

**Annex 4 A/1/DC/1/Rev.1**

all the operative parts of the proposal or amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

**Rule 36 *Voting on amendments***

(a) When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Executive Council shall first vote on the amendment deemed by the Chair to be the furthest removed in substance from the original proposal, and then on the amendment next furthest removed there from, and so on, until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

(b) A motion shall be considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

**Rule 37 *Voting on proposals***

If two or more proposals relate to the same subject, the Executive Council shall, unless it decides otherwise, vote on the proposals in the order in which they were submitted. The Executive Council may, after each vote on a proposal, decide whether to vote on the next proposal.

1. **REPORTS**

**Rule 38 *Reports of meetings***

Reports of meetings of the Executive Council shall be prepared by the Secretary-General in close cooperation with the Rapporteur who will provide the report to the Chair and Vice-Chairs no later than fifteen days following adjournment of the Executive Council meeting. The Secretary-General shall, immediately upon approval of the Rapporteur and Chair, make such reports available to all members of SIDS DOCK. Reports of the Executive Council meeting shall not be official until approved by the Executive Council.

**Rule 39 *Reports of meetings of subsidiary organs***

Reports of meetings of subsidiary organs of the Executive Council shall be made available to all members of SIDS DOCK upon issuance by those subsidiary organs.

**Rule 40 *Publication of Executive Council Documents***

As soon as possible, and under terms and subject to exceptions as may be approved by the Assembly or the Executive Council and consistent with the rights of individuals to privacy, the

**Annex 4 A/1/DC/1/Rev.1**

property rights of persons in trade secrets and confidential commercial or financial information, and the need of the Assembly to promote frank internal deliberations, the Secretariat shall make publically available all documents and records related to and used in support of the activities and decisions of the Executive Council. Such documents shall normally be posted on the SIDS DOCK website and shall include, at a minimum and subject to the provisions above, the final reports of each Executive Council meeting, a record of all Executive Council decisions, and all documents supporting the work of the Executive Council and its subsidiary organs.

**Annex 4 A/1/DC/1/Rev.1**

# ANNEX A

**Regional Groupings**

GROUP A – AIMS (9)

|  |  |  |
| --- | --- | --- |
| Cabo Verde | Maldives | Seychelles |
| Comoros  | Mauritius  | Sao Tome and Principe |
| Guinea-Bissau  | Singapore | Timor-Leste |

Group B - Caribbean (16)

|  |  |  |
| --- | --- | --- |
| Antigua and Barbuda  | Dominican Republic  | St. Lucia |
| Bahamas  | Grenada  | St. Vincent and the Grenadines |
| Barbados  | Guyana  | Suriname |
| Belize  | Haiti  | Trinidad and Tobago |
| Cuba  | Jamaica |  |
| Dominica | St. Kitts and Nevis |

Group C – Pacific (14)

|  |  |  |
| --- | --- | --- |
| Cook Islands | Niue | Tuvalu |
| Fiji | Palau | Vanuatu |
| Kiribati | Papua New Guinea |  |
| Marshall Islands | Samoa |
| Micronesia (Federated States) | Solomon Islands |
| Nauru | Tonga |

**Annex 5 A/1/2**



Distribution: General

9 December 2015

 ***United Nations Decade of Sustainable Energy For All (2014-2024)***

**First Assembly of SIDS DOCK**

**Paris, France**

**10 December 2015**

**Agenda Item: 4**

**Report of the Depositary**

**of the Statute Establishing the SIDS DOCK**

The SIDS DOCK Statute

1. The instrument establishing the Small Island Developing States DOCK, (SIDS DOCK Statute) was opened for signature at the Third International Conference on Small Island States in Apia, Samoa from 1st to 5th September 2014. After that, the SIDS DOCK Statute remained open for signature at the Permanent Mission of Belize to the United Nations in New York acting on behalf of the Government of Belize as Depositary of the Statute.
2. Twenty-one SIDS countries have signed the SIDS DOCK Statute so far. Of those twenty-one countries, by 2nd October 2015 twelve had either ratified or acceded to the Statute.
3. By Article XIX Section 1 of the SIDS DOCK Statute, it enters into force “on the thirtieth day after the date of deposit of the ninth instrument of ratification or accession by a State with the Depositary.”
4. The threshold of the ninth instrument of ratification or accession was reached on 28th August 2015. The thirtieth day after that was the 27th September 2015.
5. Accordingly, on 29th September 2015, Belize deposited the SIDS DOCK Statute with the United Nations Treaty Section in New York.
6. On 18th November 2015, the UN Treaty Section informed that their office was at that time registering applications from the month of August 2015 and would start registering applications received in September in or about December 2015.
7. The SIDS DOCK Statute remains open for ratification or accession at the Permanent Mission of Belize to the UN in New York.

**Annex 6 A/1/3**



Distribution: General

10 December 2015

 ***United Nations Decade of Sustainable Energy For All (2014-2024)***

First Assembly of SIDS DOCK

Paris, France

10 December 2015

Agenda Item: 5

**Report of the**

**Credentials Committee**

1. In accordance with Rule 25 of the draft Rules of Procedure of the Assembly, the Assembly appointed a Credentials Committee consisting of the following three members:
* Bahamas
* Barbados
* Belize
1. The Credentials Committee met on Thursday, 10 December 2015 and elected Arthur W. Rolle of the Commonwealth of the Bahamas as Chairman.
2. The Committee examined the credentials submitted to the Interim Secretariat in accordance with Rule 24 of the Rules of Procedure of the Assembly in respect of the representatives attending the first session of the Assembly. The Credentials Committee had before it the information provided by the Interim Secretariat on the status of the credentials received as at that date.
3. The Committee determined that, as of 10 December 2015, the Members listed below had submitted credentials in the form required by Rule 24 of the Rules of Procedure of the Assembly. Those delegations that did not submit credentials but are represented by the competent authority were deemed to conform to the requirement.

**Annex 6 A/1/3**

The Committee recommends to the Assembly that the following Members are entitled to participate in its first session:

1. Bahamas
2. Barbados
3. Belize
4. Cook Islands
5. Dominica
6. Grenada
7. Saint Kitts and Nevis
8. Saint Lucia
9. St. Vincent and the Grenadines
10. Samoa
11. Seychelles
12. Tuvalu

1. The Credentials Committee noted that a number of delegations attending the first session of the Assembly had not submitted any credentials. The Committee recalled the importance of submitting credentials in accordance with the Rules of Procedure of the Assembly and called on delegations to conform to this requirement at forthcoming sessions of the Assembly.
2. The Committee authorised the Chair to update its report orally when presenting it to the Assembly so as to reflect any additional credentials received by the Interim Secretariat subsequent to the meeting of the Credentials Committee.

**Annex 7 A/1/4**



 Distribution: General

 10 December 2015

***United Nations Decade of Sustainable Energy For All (2014-2024)***

**First Assembly of SIDS DOCK**

**Paris, France**

**10 December 2015**

**Agenda item 6**

**Report on the activities of the**

**SIDS DOCK Steering Committee**

The present report has been submitted to Members of SIDS DOCK at the first session of the Assembly pursuant to the *Declaration of the Heads of State and Government, and High Representatives of Small Island Developing States on the Work Programme of the SIDS DOCK Steering Committee in Preparation of the Convening of the First Assembly of the SIDS DOCK,* which requested the Steering Committee to develop a work programme to prepare the pertinent operational documents and arrangements for the convening of the first Assembly, within one year following the entry into force of the Statute. The report provides an overview of the implementation of the Steering Committee’s mandate during its existence.

**Annex 7 A/1/4**

**I INTRODUCTION**

1. **The SIDS DOCK Support Programme & Partnerships**
2. The SIDS DOCK, established in 2009, during climate talks in Copenhagen, Denmark, is funded by the Government of Denmark with a USD 14.5 million grant in 2010, in Cancun, Mexico. In 2011, in Durban, South Africa, SIDS DOCK received additional support from the Government of Japan, with a pledge of USD 15 million in grant funding over two years, providing additional support for the SIDS DOCK Project Pipeline and other activities. The Denmark SIDS DOCK Support Program had an implementation period of 18 months, beginning 1 July 2011, through 31 December 2012.
3. SIDS DOCK, the Federal Ministry for European and International Affairs of the Republic of Austria, and the United Nations Industrial Development Organization (UNIDO), announced a historic partnership in March 2014, worth millions of Euros, to establish a network of regional Centres for Renewable Energy and Energy Efficiency in SIDS. The Government of Austria, through the Austrian Development Agency (ADA), has committed to fund the establishment and first operational phase for Renewable Energy and Energy Efficiency Centres in the Caribbean (CCREEE), Indian Ocean (IOCREEE), and the Pacific (PCREEE), and to provide support to the African islands at the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE).
4. Twenty-two SIDS have signed a historic Memorandum of Understanding (MoU) establishing a long-term partnership with the Clinton Climate Initiative (CCI) that will see the Partners working together to speed up innovative renewable energy projects and solutions that would significantly transform the SIDS energy sector to the benefit the population. In 2012, President Clinton established a Diesel Replacement Project in small island developing states, a decision that grew from his expressed concerns about the high cost of electricity for imported diesel fuel for small island developing states as well as the adverse impact on climate change from the use of fossil fuels.
5. **About the SIDS DOCK Steering Committee**
6. The Memorandum of Agreement (MOA) for Establishing the SIDS DOCK was formally signed by ten (10) member governments of the Alliance of Small Island States (AOSIS) at the United Nations Framework Convention on Climate Change (UNFCCC) 15th Meeting of the Conference of Parties (COP 15), in Copenhagen, Denmark, on 18 December 2009, formally endorsing the work necessary to establish an international organisation – SIDS DOCK – to facilitate the transformation of their national energy sectors into ones minimally dependent on high carbon and imported petroleum fuels, thereby assisting the national economies to generate additional financial resources to help meet the challenges of adapting to the adverse consequences of human-induced climate change. The Founding Member Governments of the SIDS DOCK are: The Commonwealth of the Bahamas, Belize, Republic of Cabo Verde, Dominican Republic, Jamaica, Republic of Mauritius, Republic of Palau, St. Lucia, Republic of the Seychelles, and the Solomon Islands.
7. In particular, the SIDS DOCK Steering Committee was established for the purposes of advising AOSIS and the broader climate change community on the need to promote transformation of the SIDS energy sector as the best option for reducing GHG, which can be done through a combination of continual improvements in energy efficiency and development of renewable energy resources. The Steering Committee will review existing/similar institutional mechanisms in the international arena to provide recommendations on the implementation of SIDS DOCK. The Steering Committee will recommend criteria for selection of SIDS DOCK Board Members, National Coordinators, and drafting of the SIDS DOCK Charter and by-laws.

**Annex 7 A/1/4**

1. Under the guidance of the Chairman, the Steering Committee will carry out the series of activities outlined below. The steering committee is intended as the forerunner of the SIDS DOCK Assembly. Upon on formation of the Assembly the Steering Committee functions will change. Initial responsibilities of the Steering Committee will be to:

1. Work in collaboration with the Regional Organizations – the Caribbean Community Climate Change Centre and the Secretariat of the South Pacific Regional Environment Programme (5Cs and SPREP) - provide guidance for the further development of the SIDS DOCK.
2. Provide linkages with Capital, to ensure efficient development of the initiative and identification of national focal points and national priorities.
3. Assistance with preparation of the criteria for the Assembly and Executive Council, and in identification of same.
4. Advocate and promote SIDS DOCK to the international donor community and private sector.
5. Preparation of the draft Statue Establishing the SIDS DOCK.
6. Assist with resources mobilization to support project implementation.
7. Oversee the planning and launch of SIDS DOCK.
8. **Structure of the report**
9. The report is divided into four main parts.
10. The Steering Committee itself, its existence, membership, meetings, legal framework and status, as well as budgetary and financial matters.
11. The Interim SIDS DOCK Secretariat (“Secretariat”), its structure, staff and offices.
12. The Ratification of the SIDS DOCK Statute and the Work Programmes that were adopted by the Committee, as well as their implementation.
13. The preparations for the transition from the Committee to the SIDS DOCK Assembly at the first session of the Assembly 10 December 2015, in Paris, France, at the COP 21.

**II The SIDS DOCK Steering Committee**

**A. Existence**

1. The Steering Committee was established on 12 March 2010, at the Permanent Mission of Grenada to the United Nations, in New York.
2. The Committee was to remain in existence until the Statute came into force and thereafter until the conclusion of the first session of the Assembly and the election of the Council in accordance with the Terms of Reference of the Committee.
3. The work of the Committee commenced on 12 March 2010, and the Committee will cease to exist on 10 December 2015.
4. The Committee designated the Caribbean Community (CARICOM) Climate Change Centre as the Interim SIDS DOCK Secretariat on 12 March 2010.
5. **Legal status**
6. The Steering Committee has no legal capacity as may be necessary for the exercise of its functions and the fulfilment of its purposes. Currently, the SIDS DOCK Steering Committee is the main decision-making body until the first meeting of the SIDS DOCK Assembly is convened, at which

**Annex 7 A/1/4**

time the Assembly members are expected to approve the Host Country Agreement and other legal documents relevant to the start-up of SIDS DOCK.

1. The status of the Committee is set out in its Terms of Reference. On 30 September 2015, SIDS DOCK Members directed the Committee to take all possible measures to ensure the rapid and effective establishment of the SIDS DOCK in accordance with its terms of reference.
2. **Development of membership**
3. The Committee’s membership is composed of one representative of each of the Signatories of the Memorandum of Agreement Establishing the SIDS DOCK.
4. The following 32 countries have signed the Memorandum Establishing the SIDS DOCK: Antigua & Barbuda, Barbados, Belize, Bahamas (Commonwealth of the), Cabo Verde (Republic of), Cook Islands, Dominica (Commonwealth of), Dominican Republic, Grenada, Jamaica, Fiji (Republic of), Guinea Bissau, Kiribati (Republic of), Maldives (Republic of the), Marshall Islands (Republic of the), Mauritius (Republic of), Micronesia (Federated States of), Nauru (Republic of), Niue, Palau (Republic of), Samoa (Independent State of), Seychelles (Republic of the), Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, São Tomé and Príncipe (Democratic Republic of), Solomon Islands, Suriname (Republic of), Tonga (Kingdom of), Trinidad and Tobago (Republic of), Tuvalu, Vanuatu (Republic of).
5. Subsequently, 20 states signed the SIDS DOCK Statute in Apia, Samoa, between 1 to 5 September 2014, until its entry into force on 27 September 2015, following the required thirty (30) days after the receipt of the ninth Instrument of Ratification by the Depositary (Belize). The following 13 countries have ratified and accede to the Statute Establishing SIDS DOCK: Bahamas (Commonwealth of the), Barbados, Belize, Cook Islands, Dominica (Commonwealth of), Grenada, Samoa (Independent State of), Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Seychelles (Republic of), Tonga (Kingdom of), Tuvalu.
6. **Steering Committee meetings**
7. The Committee’s held 19 meetings:

1st Meeting: 12 March 2010, in New York. Chair of AOSIS: Grenada (Dessima Williams, Permanent Representative of Grenada to the United Nations).

2nd Meeting: 1-2 November 2010, in St. George’s, Grenada. Chair of AOSIS: Grenada (Dessima Williams, Permanent Representative of Grenada to the United Nations).

3rd Meeting: 31 May 2011, in New York. Chair of AOSIS: Grenada (Dessima Williams, Permanent Representative of Grenada to the United Nations). The Chair of AOSIS formally handed over responsibilities for development of SIDS DOCK to the Commonwealth of Dominica, which was voted Chair of the SIDS DOCK Steering Committee, represented by Vince Henderson, the Permanent Representative of the Commonwealth of Dominica to the UN.

4th Meeting: 18 August 2011, in New York. Chair of the SIDS DOCK Steering Committee: Dominica (Vince Henderson, Permanent Representative of the Commonwealth of Dominica to the UN).

5th (Special) Meeting: 9 December 2011, in New York. Chair: Dominica (Vince Henderson, Permanent Representative of the Commonwealth of Dominica to the UN).

**Annex 7 A/1/4**

6th Meeting: 13 February 2012, in New York. Chair: Dominica (Vince Henderson, Permanent Representative of the Commonwealth of Dominica to the UN).

7th Meeting: 13 December 2012, in New York. Chair: Dominica (Vince Henderson, Permanent Representative of the Commonwealth of Dominica to the UN).

8th Meeting: 25 February 2013, in New York. Chair: Dominica (Vince Henderson, Permanent Representative of the Commonwealth of Dominica to the UN).

9th Meeting: 6 August 2013, in New York. Chair: Dominica (Vince Henderson, Permanent Representative of the Commonwealth of Dominica to the UN).

10th Meeting: 3 September 2013, in New York. Chair: Dominica (Vince Henderson, Permanent Representative of the Commonwealth of Dominica to the UN).

11th Meeting: 16 December 2013, in New York. Chair: Dominica (Vince Henderson, Permanent Representative of the Commonwealth of Dominica to the UN).

12th Meeting: 28 February 2014, in New York. Chair: Dominica (Vince Henderson, Permanent Representative of the Commonwealth of Dominica to the UN).

13th (Special) Meeting: 9 July 2014, in New York. Chair: Dominica (Vince Henderson, Permanent Representative of the Commonwealth of Dominica to the UN).

14th (Special) Meeting: 31 August 2014, in Apia, Samoa. Chair: St. Vincent and the Grenadines (I. Rhonda King, Permanent Representative of St. Vincent and the Grenadines to the UN).

15th Meeting: 19 September 2014, in New York. Chair: Samoa (Ali’ioaiga Feturi Elisaia, Permanent Representative of the Independent State of Samoa to the UN).

16th Meeting: 7 April 2015, in New York. Chair: Dominica (Vince Henderson, Permanent Representative of the Commonwealth of Dominica to the UN).

17th Meeting: 24 July 2015, in New York. Chair: Dominica (Vince Henderson, Permanent Representative of the Commonwealth of Dominica to the UN).

18th Meeting: 22 September 2015, in New York. Chair: Dominica (Vince Henderson, Permanent Representative of the Commonwealth of Dominica to the UN).

19th Meeting: 20 November 2015, in New York. Chair: Dominica (Vince Henderson, Permanent Representative of the Commonwealth of Dominica to the UN).

1. **The SIDS DOCK Treaty Working Group**
2. The Committee established the SIDS DOCK Treaty Working Group at its eight meeting. The main purpose of the Working Group was to draft the Instrument Establishing SIDS DOCK.
3. The first meeting of the working group took place on 10 April 2013, comprising Permanent Representatives to the UN, and Chaired by Belize, the SIDS DOCK Host Country, and assisted by the SIDS DOCK Attorney, who was the first elected Chair of AOSIS. The following countries are

**Annex 7 A/1/4**

members of the working group: Belize (Chair), Dominica, Maldives, Mauritius, Micronesia, Nauru, Samoa, Seychelles, Tuvalu, CCCCC, SPREP, Mr. Robert van Lierop, Attorney and former Chair of AOSIS. Membership in the Working Group was open to all Members of the Steering Committee.

1. The conduct of business of the Working Group was defined in the Terms of Reference for the SIDS DOCK Treaty Working Group, which was drafted by the Working Group and subsequently agreed on by the Committee.
2. The legal advisor was responsible for providing the Committee with counsel and legal advice consistent with the goals and objectives of SIDS DOCK and to undertake and complete *Activities 2.6. – Start-up Costs of Institution*, *(a)* *Prepare and finalize legal documentation, and register SIDS DOCK as a legal entity based in Belize; and (b) Finalise the host country agreement between SIDS DOCK and the Government of Belize*. The work of the legal advisor was completed in August 2013, upon delivery of the first draft of the Statute and the Host Agreement to the Treaty Working Group, which had been working along with the legal advisor.
3. In October 2013, the final draft of the Statute was completed, and the Chair requested all members of the Steering Committee to transmit the document to Capitals for approval. This Statute will allow SIDS DOCK to be registered and to form, subject to approval of its members, two companies: (1) The SIDS DOCK Not-For-Profit (managing donor funds and focused on capacity building and pilot sustainable energy funds) and (b) The SIDS DOCK Investment

Corporation (managing investment funds for developing commercial scale projects). Both will be able to operate anywhere in the small island developing states, to conduct business on behalf of our members, and to continue working with our partners and donors. This Statute shall be registered with the Secretariat of the United Nations, in accordance with Article 102 of the Charter of the United Nations, with Belize as the Designated Depository.

1. At its 28 February 2014 meeting, the SIDS DOCK Steering Committee reviewed the comments received and in May 2014, a Clean Final Draft of the Statute with recommendations from the United Nations Office of Legal Affairs Treaty Section (UN Treaty Section), along with comments and changes from members, and small edits made at the SIDS DOCK Samoa Planning Committee Meeting of 24 April 2014, was sent to the Steering Committee for review. A Briefing Note (Annex T) was also prepared, summarizing Unofficial Engagement with United Nations Office of Legal Affairs Treaty Section, on Wednesday, 30 April 2014.  The Treaty Office made a number of recommendations on how to improve the Statute so it is consistent and easily registered. For the record, the legal guidance from the UN Treaty Office, is unofficial assistance, since the UN Secretary-General is not the Depository of the Treaty (Statute).
2. To aid this process, in May 2014, the CCCCC on behalf of the SIDS DOCK Secretariat, retained the services of a consultant to act as the SIDS DOCK Diplomatic Liaison with first-hand knowledge of the origins and development of SIDS DOCK, and who can provide technical support for the drafting and registration of the Statute establishing the SIDS DOCK with the UN Treaty Office, and for the signing of the document at the SIDS DOCK Samoa 2014 Forum, as a major outcome of the Third Conference on SIDS
3. Based on the UN Treaty Section’s recommendation, on 3 June 2014, members were advised of the convening of a Special Meeting of the SIDS DOCK Steering Committee on 9 July 2014, with the

**Annex 7 A/1/4**

specific purpose to adopt the draft Statute Establishing the SIDS DOCK, in an effort to have it ready for signature in Apia, Samoa, during the Third Conference on SIDS.

1. On 2 July 2014, the SIDS DOCK Steering Committee established a Credentials Committee to verify the robustness of the documentation and to ensure inclusiveness, transparency and credibility to the process. Belize, Maldives, Samoa, and the SIDS DOCK Secretariat are represented on the Credential Committee, with support from Grenada and the SIDS DOCK Legal Advisor. The Statute was adopted with minor amendments at the Special Meeting of the Steering Committee held on 9 July 2014, at the Permanent Mission of Barbados to the United Nations, concluding the work of the Working Group.
2. **Budgetary and financial matters**
3. The SIDS DOCK Steering Committee has no role other than representation through its Chairman on the SIDS DOCK Support Program Coordination Group (PCG). The Member States of the Committee receives no resources from, and the Committee itself has no financial or other reporting obligations and or responsibilities under, the Denmark SIDS DOCK Support Program. Day-to-day project management for the SIDS DOCK Support Program is the responsibility of the United Nations Development Programme (UNDP) and the World Bank Energy Sector Management Assistance Program (ESMAP).
4. Under the SIDS DOCK Support Programme supported by the Government of Denmark, USD 1.385 million was allocated for developing the SIDS DOCK Platform in 2012, and included funding for *Supporting Technical Assistance Services SIDS DOCK* and *Institutional Design and Strengthening*. These items are listed as Activities 2.1-2.6 in the Program proposal
5. Due to major delays in implementation of the platform building activities under the SIDS DOCK Support Program, the Caribbean Community Climate Change Centre (CCCCC) on behalf of the SIDS DOCK Secretariat, entered into two Agreements with the UNDP in June 2012, and in October 2013. It was in this context that in March 2013, the Chair of the SIDS DOCK Steering Committee instructed the SIDS DOCK Secretariat to take up the challenge and finalize the platform documents and develop by 30 June 2013, a proposal for the funding of the SIDS DOCK Secretariat and the SIDS DOCK Regional Office in the Pacific.
6. The CCCCC received USD 300,000 to implement Platform building Activities 2.1, 2.2, and 2.6, and in October 2013, to complete Activities 2.1, 2.2, and 2.6. Activity 2.3 was added to the October Agreement. Implementation started in March 2014, subsequent to receipt of the first tranche of funds in February 2014. Activities were completed in December 2014, with the exception of Activity 2.3 (2015):
7. Activity 2.1: Country energy planning capacities strengthened, focus on policy-makers
8. Activity 2.2: National financing mechanisms for RE/EE designed and capacitated (legally, operationally, institutionally), including support for carbon market access
9. Activity 2.3: Country pre-feasibility studies - later changed to: Projects Development and Management Activity
10. Activity 2.6: Start-up of the SIDS DOCK Institution

**Annex 7 A/1/4**

**III The Interim SIDS DOCK Secretariat**

**A. Structure of the Secretariat**

1. In order to promote coordination and partnership and to ensure the delivery of identified outcomes and the achievement of the goals and objectives the SIDS DOCK, it was agreed to establish the SIDS DOCK Secretariat. The SIDS DOCK Secretariat is one of three principal organs of SIDS DOCK, the other two being the Assembly and the Executive Council.
2. The goal of the Secretariat is to support and promote the achievement of the SIDS DOCK Goals and the Objectives under the SIDS DOCK Business Plan and Strategy of *25-50-25 by 2033*, through effective utilization of a national, regional and global coordination mechanism.
3. The objective of the SIDS DOCK Secretariat is to provide essential administrative and logistic support for the Assembly, Executive Council, and National and Regional Coordinators, both in the Policy Level and in the Operational Level, and different Technical Working Groups of the SIDS DOCK, in order to facilitate the achievement of their objectives and specific tasks in close collaboration between the energy and other sectors, and its development partners. The SIDS DOCK Secretariat serves as a hub for information sharing for the various levels of the SIDS DOCK.
4. The Interim Secretariat is hosted by the Caribbean Community Climate Change Centre in Belmopan, Belize. The Secretariat does not receive any funding and is operated by volunteers, led by the Chair and members of the Steering Committee which includes the Executive Director of the CCCCC.

**B. Principles and Formal Agreement**

1. The SIDS DOCK Secretariat under the Statue has a legal status and shall be the contracting body on behalf of the SIDS DOCK.
2. The SIDS DOCK Secretariat shall be hosted for a period of time by a SIDS DOCK Member (Host Country). The term for hosting shall be defined in full calendar years (3 to 8 years) starting on 1 January. Host Country to provide affordable office space, inclusive of utilities and communication, for three (3) full-time staff in Years 1 and 2; and up to eight (8) full-time staff in Year 3 and beyond.
3. The costs for hosting the SIDS DOCK Secretariat will be borne by the Host Country.
4. The SIDS DOCK Assembly, the Host Country, and the SIDS DOCK Secretariat shall enter into a Host Country Agreement in which all responsibilities, duties and arrangements are laid down.
5. **Roles and Responsibilities**
6. To provide support and other necessary assistance to the SIDS DOCK Assembly, Executive Council, and National and Regional Coordinators in facilitating and providing services for:
7. The coordination of work plans and agendas for the areas of operation:
8. Interpretation and translation of documents
9. Arrangements for printing and dissemination of documents
10. Support to meetings (meeting schedules and agendas preparation, invitation distribution, minute taking, and recording)
11. Retaining and updating database of members, development partners and stakeholders
12. To assist preparation. monitoring and implement the:
13. The SIDS DOCK Organization Business Plan - Enables the Membership to collectively and transparently plan, coordinate, implement, monitor and evaluate projects/activities in the agreed plans. The Business plan outlines the strategic directions of the organisation and

**Annex 7 A/1/4**

focuses on the broad mandate of the Secretariat to provide effective leadership and support to the Members for the strategic management of resources within the organisation. The Business Plan, reviewed and updated every three years, will address at least two to three strategic issues, with the aim of developing strategies, programmes and other support that enhances the Secretariat’s ability to deliver essential programmes and services to the Members.

1. SIDS DOCK National Financing Mechanism - To finance the transition to a low carbon economy,
2. SIDS DOCK Virtual Knowledge Network (VKN) - To facilitate meetings and conferences, project execution and implementation, and exchange, learning and sharing of relevant knowledge is a critical component for the SIDS DOCK endeavour. Relevant information in this context means knowledge about technologies and best practices related to renewable energy (RE) and energy efficiency and conservation (EEC), applicable in the member countries.
3. SIDS-Wide Policy Harmonisation - Aggregate purchasing to get better prices, collective approaches to technology developers, collective approaches to seeking investment financing, and in research, development, and demonstration of new technologies
4. Transfer and Deployment of SIDS-Appropriate Technologies - Prioritization and allocation of collective resources and efforts in the timely deployment or development of such technologies in SIDS, considered suitable to address the energy needs
5. Capacity Building and Human Resource Development - Putting in place the required capacity necessary to facilitate the transformation to a low carbon economy, developing the necessary human resources with the technical capacity in SIDS, for the purpose of better stewardship of natural resources and management of the transformed low carbon energy sector, and developing Training Programmes/Short Courses to build national capacity in SIDS.
6. SIDS DOCK Public Education and Awareness Plan (SIDS DOCK PEP) - To promote, publicize, and facilitate awareness of the benefits of a low carbon economy in SIDS - 25-50-25 by 2033 - for the purpose of encouraging the public to reduce the use of fossil fuels, increase the use of alternative energy sources and increase energy efficiency and conservation. A public education and awareness effort will be required to help educate key public and private sector officials and the general public about transforming the current SIDS economy to a low carbon economy.

**IV Preliminary Implementation of the Statute’s Objectives**

1. **Work Programme of the Committee**
2. In fulfilling its mandate to carry out the necessary activities to ensure the effective preliminary implementation of the objectives of the Statute as soon as possible, the SIDS DOCK Members adopted the Programme of Work of the SIDS DOCK Steering Committee in Preparation of the Convening of the First Assembly of the SIDS DOCK at the Ceremony Establishing the SIDS DOCK, on 30 September 2015, in New York. The Work Programme served the dual purpose of establishing the institutional structures of a trans-regional international organization, vested with the legal personality of an international organization, and with the full rights, privileges, and immunities of an international organization while at the same time detailing the first renewable energy related activities to be implemented by the Secretariat.
3. **Implementation of the Work Programme**
4. The Steering Committee, in collaboration with the Interim SIDS DOCK Secretariat, prepared the following operational documents and arrangements for the convening of the first Assembly:

**Annex 7 A/1/4**

1. Rules of procedure and other governance issues including preparation for election and functioning of the Executive Council, and the process for the appointment of the Secretary-General. To be completed no later than 15 November 2015;
2. Role of the Secretariat and procedure for selecting and/or establishing the secretariat. To be completed no later than 30 November 2015;
3. Mechanisms to ensure contribution and participation, by members and partners. To be completed no later than 30 November 2015;
4. Host country Headquarters Agreement. To be completed no later than 30 November 2015;
5. Role of the Audit Committee so as to ensure financial accountability and to evaluate performance of activities in order to ensure application of environmental and social safeguards as well as internationally accepted fiduciary standards and sound financial management of activities. To be completed no later than 15 December 2015;
6. Budget for the first operational phase of the organization 2016-2019. To be completed no later than 15 December 2015;
7. Such reports, studies and recommendations as it deems relevant in order to ensure the effective and early start of the organization’s activities. To be completed no later than 30 December 2015;

**V. Transition from the Steering Committee to SIDS DOCK Assembly**

1. After the Statute entered into force on 27 September 2015, the SIDS DOCK Members agreed at its 18th meeting in September 2015 that the 19th and last meeting of the Committee would take place on 22 November 2015, in New York. It was decided that the first meeting of the SIDS DOCK Assembly would take place on 10 December 2015, in Paris, France, at the COP 21.

**Annex 8 A/1/DC/2/Rev.1**



Distribution: General

9 December 2015

 ***United Nations Decade of Sustainable Energy For All (2014-2024)***

First Assembly of SIDS DOCK

Paris, France

10 December 2015

Agenda Item: 7

**Decision on the**

 **membership of the Executive Council of the SIDS DOCK**

The Assembly,

 Recognizing the consultations that have taken place regarding the membership of the Council,

 Recognizing that not all Signatories have ratified the SIDS DOCK Statute, and that SIDS DOCK’s membership is likely to evolve,

 Emphasizing the requirements of Article VII of the Statute, which notes that the composition of the Council should give due consideration to equitable regional distribution, and gender representation, for the effectiveness of the Council’s work,

 Noting that the method used to determine the membership of the first Council is not a precedent for the determination of membership of future Council,

 Emphasizing further that Article VII of the Statute requires that members of the Council shall be elected on a rotational basis as laid down in the rules of procedure of the Assembly, and that the structure of this rotating system remains under discussion,

 Decides:

1. to approve the membership of the Council as attached in Annex 1; and
2. to request the Governance/Legal Committee of the Council, in connection with its view of the Provisional Rules of Procedure of the Assembly, to review the mandate in Article VII of the Statute to determine an appropriate mechanism for electing members of the Council on a rotating basis, and to consider other issues related to Council composition, and to report back to the second meeting of the Assembly.

**A/1/DC/2 Rev.1 Annex 8**

**ANNEX 1**

# Membership of the

# Executive Council of SIDS DOCK

# 2015-2016 (One-year Term)

 Mr. Fitzroy James (Grenada)

Mr. Sylvester Clauzel (Saint Lucia)

Mr. Ellsworth Dacon (Saint Vincent and the Grenadines)

**2015 – 2017 (Two-year Term)**

Ms. Rhianna M. Neely-Murphy, Ph. D (Bahamas)

His Excellency Dr. Vince Henderson (Dominica)

His Excellency Mr. Ronny Jumeau (Seychelles)

**2015 – 2018 (Three-year Term)**

Dr. Kenrick Leslie (Belize)

Mr. Sione Foliaki (Samoa)