



**THE GENERAL
PRINCIPLES AND RULES
OF PROCEDURE
FOR THE OPERATION OF
THE INTERNATIONAL
THINK TANK FOR LLDCs**

**Ulaanbaatar
Mongolia
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I. Establishment, Legal Domicile, Legal Status and Duration

Article 1 Establishment, Legal Domicile and Duration

The International Think Tank for Landlocked Developing Countries is established by the Multilateral Agreement for the Establishment of an International Think Tank for Landlocked Developing Countries and it shall function as an independent, intergovernmental, non-profit making multilateral institution in accordance with the provisions of the present document.

The legal domicile of this institution is Ulaanbaatar, capital of Mongolia according to the Multilateral Agreement. It may establish regional representations outside its legal domicile.

The International Think Tank for Landlocked Developing Countries shall be an international organisation, and shall have legal personality with capacity and the power to enter into contract, acquire, own or dispose of movable or immovable property and to sue and be sued in the court of law.

II. The Board of Governors

The Board of Governors shall be the highest authority of the International Think Tank for Landlocked Developing Countries. Each LLDC Member State that is party to the Multilateral Agreement for the Establishment of an International Think Tank for Landlocked Developing Countries shall nominate one Governor.

Article 2. Chairperson and Vice-Chairperson of the Board of Governors

The Board shall, at its each regular meeting, elect the Chairperson and the Vice-Chairperson. Chairperson and Vice-Chairperson are elected with consensus of the board members present. The Chairperson, or in his/her absence the Vice-Chairperson, shall preside at meetings of the Board.

Article 3. Terms of Office

The term of office for members of the Board is set at two years, with the possibility of one renewal.

The Chair and Vice-Chair shall hold office until the next regular meeting of the Board.

Article 4. Responsibilities of the Board of Governors

The Board shall review and approve all aspects of the Think Tank's activities, including its budget, its programme of work and fund raising and partnership activities.

The Board, in consultation with the Executive Director, shall determine the Terms and Condition of Service and decide on the pay scale of the staff of the International Think Tank for Landlocked Developing Countries.

The Board shall appoint the Executive Director.

The Board may at its discretion invite observers to attend meetings of the Board.

The Board shall build partnership with regional cooperation frameworks and international organizations, multilateral and bilateral development partners, LLDCs research centres and experts, members of the academia as well as representatives of civil society and the private sector to further the work of the Think Tank.

Article 5. Meetings of the Board

Article 5.1. Convening of Meetings

1. The Board shall hold its regular meeting once every calendar year. Extraordinary meetings may be called upon by the Chairperson of the Board as may be necessary.
2. The Board shall also be called into meeting:
 - (a) by decision of the Chairperson in case of urgent matter;
 - (b) by decision of the Board; or
 - (c) at the request of member states representing at least one third of the total number of Parties to the Agreement.

Article 5.2. Place of Meetings

Meetings of the Board shall be held mainly at the Headquarter of the ITT for LLDCs in Ulaanbaatar, Mongolia. However, the Board may decide to hold meetings elsewhere.

Article 5.3. Notification of Meetings

1. Except in special circumstances, the Secretary of the Board shall inform each Governor and alternate member of the opening date, place and expected duration of a meeting no less than thirty days in advance of its commencement.
2. Observers as well as cooperating regional and international organization or institution which is not recognized as Observer, but whose attendance at a meeting of the Board is explicitly desired by the Chairperson shall be informed as soon as possible of the date and time thereof.

Article 5.4. Agenda

1. The Secretary of the Board shall prepare a proposed agenda for each meeting of the Board, which shall include all items requiring consideration by the Board during the meeting.
2. The Secretary of the Board shall communicate the proposed agenda to all Governors and alternate members. The proposed agenda shall normally be transmitted together with the related documents and notification referred to in Article 5.3 hereto.
3. Any matter not included in the proposed agenda may be presented by the Chairperson or by a Governor or alternate member for inclusion in the agenda to be adopted by the Board at least seven days before the beginning of the meeting.
4. During the meeting the Board may revise the agenda by adding, deleting, deferring or amending items.

Article 5.5. Distribution of Documents

The documents relating to a proposal to be considered by the Board shall, as far as possible, be distributed to the Governors or alternate members by the Secretary of the Board at least thirty days in advance of the meeting at which such proposal is to be considered.

Article 6. Representation and attendance at meetings

Article 6.1. Governor and Alternate member

Each State Party to the Think Tank's founding Multilateral Agreement shall nominate a Governor to represent at the meeting of the Board of Governors and inform the Chairperson through the Secretary of the Board by the official channel established by the Secretariat. For convenience of participation, the State Party also designate Alternate member and other representatives of the Governor's delegation. The Secretariat shall circulate lists of such Governors and alternate members, from time to time, with such changes as are communicated to Secretariat. If the member of the Board could not attend the meeting, the member shall send the Secretariat an authorization letter of who will represent him/her.

Article 6.2. Attendance at Meetings

In addition to the Governors and/or alternate members and invited observers, the meetings of the Board shall be open only to staff of Secretariat of the ITT for LLDCs. The Board may also invite representatives of cooperating international organizations and institutions or any person to present views on any specific matter before the Board. Invited Observers may attend the meetings of the Board and present their expert opinion on any specific issue on a special request of the Board, but do not have right to vote on any issue discussed by the Board. The Board may also hold closed meetings exclusively of Governors and/or alternate members, as may be necessary.

Article 7. Establishment, Reports, Rules of Procedure

1. The Board may establish committee/working group and other subsidiary bodies. Each committee shall elect its Chairperson.
2. Committees and other subsidiary bodies shall not vote but shall submit reports setting out the different views expressed in the body

3. Unless the Board decides otherwise, these rules shall apply, *mutatis mutandis*¹, to the proceedings of committees and other subsidiary bodies.

Article 8. Exclusive right of the Board

1. The Board may make discussion and decisions on any issue of the activities of the ITT for LLDCs.
2. The all issues are subject to the exclusive rights of the Board and decision on them shall be made by the consensus.

Article 9. Records and reports

Article 9.1. Minutes

1. The Secretary of the Board shall prepare draft minutes of each meeting of the Board.
2. The draft minutes shall record the decisions of the Board and shall be circulated by the Secretary to each Governor and alternate member as soon as possible after the meeting, specifying a period within which corrections may be requested. If no such request is received within that period, the draft minutes shall be deemed to have been approved by the Board. In the event a request for corrections is received within the specified period, the Secretary of the Board shall submit the draft minutes, together with the corrections requested, for approval to the Board at its earliest convenience.
3. Any Governor or alternate member may request that the views he expressed at a meeting be recorded in the minutes thereof.
4. The Secretariat shall make and keep sound recordings of the meetings of the Board and shall retain such sound recordings for a period of three years from the date on which they were made. The verbatim transcript of the sound recordings shall be kept indefinitely. Such recordings may also be made and kept of the meetings of committees and other subsidiary bodies, if so decided by the Board.

Article 9.2. Publicity

The proceedings of the Board and of committees and other subsidiary bodies shall be confidential and shall not be published except to the extent the Board authorizes the Chairperson and the Secretary of the Board of Governors to arrange for suitable publicity on any item concerned.

Article 10. Conduct of business

Article 10.1. Quorum

The quorum for any meeting of the Board to begin at a pre-fixed time will be a simple majority, and to make any decision it will be two thirds of all members of the Board of Governors. The same will apply for the Board, Committee or other subsidiary body.

¹ Making necessary alterations while not affecting the main point at issue (used when comparing two or more cases or situations).

Article 10.2. General Powers of the Chairperson

In addition to exercising the powers conferred on him/her by the Think Tank's founding Multilateral Agreement and elsewhere in these Rules, the Chairperson shall declare the opening and closing of each meeting of the Board, direct the discussions, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. Subject to these rules, he/she shall have complete control of the proceedings of the Board and over the maintenance of order at its meetings. He/she may propose to the Board the adjournment or closure of the debate, and the suspension or adjournment of a meeting.

Article 10.3. Points of Order

During the discussion of any matter, a member may at any time may rise to a point of order on procedural question which the Chairperson shall decide immediately in accordance with these rules. Any member may appeal against the ruling of the Chairperson. The appeal shall be put to the vote immediately and the ruling of the Chairperson shall stand unless overruled by the Board's simple majority.

In raising a point of order, a member may not speak on the substance of the matter under discussion or make any motion or proposal.

Article 10.4. Motions

A Governor or, in his/her absence, an alternate member may present any of the following motions, which the Chairperson may put to the vote a limited debate of two speakers in favour and two against the motion and which shall have precedence in the indicated order over all proposals and other motions before the meeting:

- (a) to suspend the meeting;
- (b) to adjourn the meeting;
- (c) to adjourn the debate on the item under discussion;
- (d) to close the debate on the item under discussion;

Article 11. Alternate members

Alternate member shall exercise the rights and duties of the Governor in case the Governor is not available. Alternate member may speak at meetings, present proposals or motions, raise points of order or vote in the absence of Governor. In the presence of the Governor, the alternate member should keep silence at the meeting of the Board of Governors, unless alternate member is requested by the Board to express his/her opinion at the meeting of the Board.

Article 12. Indemnity

The work of the Governors of the Board, as well as of its Chairperson and Vice-Chairperson, is principally done on a voluntary, non-remunerative basis. Travel expenses incurred in relation to the discharge of their function will be reimbursed according to United Nations travel rules and regulations.

Article 13. Languages

English shall be the language of the Board. The Board may, from time to time, consider and prescribe, with a view to its most effective operation, guidelines for the interpretation of speeches and for the translation of proposals, decisions and documents.

Article 14 Amendment on the Principals and Rules of Procedure of the ITT for LLDCs

These rules may be amended only by the Board of Governors, consistent with the Multilateral Agreement, in the same manner in which these rules are adopted.

III. The Secretariat of the ITT for LLDCs

The International Think Tank for Landlocked Developing Countries shall have a Secretariat. The Secretariat shall have the right to represent the ITT vis-à-vis third parties.

The Secretariat shall be headed by the Executive Director and shall have staffs that enable it to discharge its mandates to implement the Multilateral Agreement.

The Executive Director shall be nominated by member states and appointed for three (3) years by the Board of Governors and be eligible for appointment for another term.

Article 15. The Executive Director

The Executive Director shall be responsible to the Board of Governors for the following:

- a) Organisation and servicing of the meetings of the Board of Governors and any other meetings convened on the direction of the Board of Governors;
- b) Serve as Secretary of the Board of Governors and in such capacity, shall keep and circulate minutes of the meetings of the Board to its Members;
- c) Promote cooperation with national, regional and international institutes for furtherance of the objectives of the Think Tank;
- d) Appointment of the Staff of the Secretariat, in accordance with procedures and conditions of services adopted by the Board of Governors;
- e) Administration of finances of the Secretariat and ensure appropriate and regular audit of the Think Tank's accounts and activities;
- f) Preparation of the annual report of the Think Tank;
- g) Preparation of the budget and audited accounts of the Think Tank for submission to the Board of Governors;
- h) Public relations and promotion of the Think Tank;
- i) Custodian of the Property of the Think Tank;
- j) Perform such other functions as may, from time to time, be determined by the Board of Governors;

- k) Perform and undertake activities that will not directly or indirectly have any conflict of interest of himself/herself and the Think Tank.

The Executive Director of the Think Tank is responsible for the supervision of the Secretariat and assists the Board of Governors, its Chairperson and Vice-Chairperson in the performance of their official duties.

Article 16. Tasks of the Secretariat

The Secretariat shall perform the following tasks for the Think Tank:

- Implementation of the decisions of the Board of Governors;
- Strategic planning and management of the programmes of the Think Tank;
- Prepare and implement the annual work programme;
- Financial and general administration of the Think Tank;
- Prepare the annual budget;
- Develop fund-raising plans and outreach activities and assist in their implementations;
- Network and build partnership with regional cooperation frameworks and international organizations, multilateral and bilateral development partners, LLDCs research centres and experts, members of the academia as well as representatives of civil society and the private sector to further the work of the Think Tank;
- Undertake any other substantive or administrative activity that is needed for the effective functioning of the Think Tank;
- Conduct research on issues of relevance to the LLDCs including on economic and social development of the LLDCs. The research shall also aim to support the participation of the LLDCs in global dialogue including those related to Sustainable Development, regional and multilateral trade, and Climate change amongst others. Particular focus shall be given to priority area identified in Programme of Action for the LLDCs including: (i) Transit policy; (ii) Infrastructure development and maintenance; (iii) International trade and trade facilitation; (iv) Regional integration and cooperation; and (v) Structural economic transformation.

Approved by:



BATMUNKH BATTSETSEG
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Deputy Minister for Foreign Affairs of Mongolia

July 20, 2018