

MANAGEMENT
OF
SOCIAL
TRANSFORMATIONS

MOST
Basic Texts



UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION

SHS.94/WS.9

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Original: English

Records of the General Conference of UNESCO, 27th Session
Paris, 25 October - 16 November 1993, Volume 1, Resolutions

Major Programme Area V:

5.2 **Establishment of an international social science programme entitled
'Management of Social Transformations' (MOST)¹**

The General Conference,

Recalling 26 C/Resolution 5.2, in which it called for a feasibility study on the establishment of an intergovernmental programme in the social sciences,

Recognizing that social science findings and analyses are essential in the social, economic and cultural development of societies,

Stressing the need to foster high-quality, autonomous social science research and its relevance to policy-making in Member States,

Taking note of 140 EX/Decision 5.4.1 and of documents 140 EX/11 and 27 C/117,

Noting that the themes indicated in the feasibility study reflect significant aspects of social transformations worldwide,

Considering that UNESCO is the only United Nations Specialized Agency to have a general mandate for the development of the social sciences,

Stressing the central role of the social sciences in achieving the goals of UNESCO,

Recalling the recommendations of the Executive Board's in-depth study on the role of the social and human sciences within UNESCO (document 131 EX/SP/RAP/1 of 11 April 1989),

Appreciating the Director-General's efforts in emphasizing the role of the social sciences in UNESCO and particularly in the preparation for the establishment of an international programme in the social sciences,

I

1. *Approves* the recommendations contained in 140 EX/Decision 5.4.1 and the proposals made in the feasibility study (140 EX/11) concerning the structures, *modus operandi* and financing of the international social science programme entitled 'Management of Social Transformations' (MOST);

II

2. *Resolves:*

- (a) to establish within the framework of UNESCO an international social science programme entitled 'Management of Social Transformations' (MOST) in accordance with the recommendations of the feasibility study;
- (b) to adopt the Statutes of the Intergovernmental Council and of the Scientific Steering Committee of the international social science programme entitled 'Management of Social Transformations' (MOST);²
- (c) to elect the Intergovernmental Council composed of 33 Member States, on the basis of equitable geographical distribution and applying the principle of rotation;

1. Resolution adopted on the report of Commission V at the nineteenth plenary meeting, on 6 November 1993.

2. See the annex to this resolution.

III

3. *Invites* Member States to participate in all activities of the MOST programme and to take appropriate measures to ensure the funding of the programme at national and international levels;
4. *Also invites* the Member States elected to the Intergovernmental Council to be represented, if possible, by persons competent in the areas covered by the MOST programme;
5. *Encourages* the scientific community, professional associations and all other relevant organizations, including those of the United Nations system, to participate actively in the programme;
6. *Expresses the hope* that non-Member States of UNESCO will support and participate in all activities of the MOST programme;

IV

7. *Invites* the Director-General to take appropriate measures and make necessary arrangements to facilitate the establishment, development and efficient implementation of the MOST programme, and in particular to make adequate resources available for it in the 1994-1995 programme and in subsequent biennia, in accordance with the recommendations contained in document 140 EX/11;
8. *Requests* that the quality of the programme be optimized by using the most recent instruments and strategies available for its organization as well as for the assessment and evaluation of research proposals; that the substantive themes to be covered by the MOST programme be considered carefully, and existing networks in the areas to be covered by the programme be involved.

Annex *Statutes of the Intergovernmental Council and the Scientific Steering Committee for the international social science programme entitled 'Management of Social Transformations' (MOST)*

Article I

An Intergovernmental Council and a Scientific Steering Committee for the international social science programme entitled 'Management of Social Transformations' (MOST) is hereby established within the United Nations Educational, Scientific and Cultural Organization (UNESCO).

Article II - The Intergovernmental Council

1. The Council shall be composed of 33 Member States of UNESCO, elected by the General Conference taking into account the need to ensure equitable geographical distribution and appropriate rotation, and the strength of their commitment to the MOST programme.
2. The term of office of members of the Council shall extend from the end of the ordinary session of the General Conference during which they are elected until the end of its second subsequent ordinary session.
3. Notwithstanding the provision of paragraph 2 above, the term of office of 16 members designated at the first election shall cease at the end of the first ordinary session of the General Conference following that at which they were elected. These

members shall be chosen by lot by the President of the General Conference after the first election. Each retiring member shall be replaced by a member belonging to the same regional group.

4. Members of the Council shall be immediately eligible for re-election.
5. The Council may make recommendations to the General Conference concerning its own membership.
6. It would be desirable that the persons appointed by Member States as their representatives on the Council be competent in the fields covered by the programme.
7. Each representative of a State that is a member of the Council may be assisted by advisers, a list of whom shall be communicated to the secretariat of the programme.

Article III - Sessions

The Council shall meet in regular plenary session once every two years, preferably in connection with the ordinary sessions of the General Conference. However, the Council may meet in extraordinary session at the request of the Director-General, of the majority of its members, or by decision of the Bureau.

Article IV - Voting

The Council shall endeavour to arrive at its decisions by consensus. In the event of a vote being taken, each member of the Council shall have one vote.

Article V - Expenses

The servicing expenses of the Council shall be covered by an appropriation adopted for this purpose by the General Conference of UNESCO. Member States shall bear the expenses of the participation of their representatives in sessions of the Council. However, UNESCO shall, if the financial situation allows it, bear all, or parts of, the expenses for the participation of representatives, when circumstances require it, particularly representatives of the least-developed countries.

Article VI - Rules of Procedure

The Council shall adopt its own Rules of Procedure.

Article VII - Functions

The Council shall guide and supervise the planning and implementation of the MOST programme. This shall, in particular, include:

- (a) considering proposals on the development and adaptation of the MOST programme;
- (b) defining the broad substantive areas of the MOST programme and recommending the broad lines of action that the programme could take;
- (c) reviewing and assessing the activities and achievements of the MOST programme, as well as defining the basic areas requiring increased international co-operation, on the basis, *inter alia*, of the report submitted by the Scientific Steering Committee;
- (d) promoting participation of Member States in the MOST programme;
- (e) seeking the necessary resources for the implementation of the MOST programme;
- (f) facilitating the establishment of MOST programme activities at the national level and also communication between them.

In exercising its functions, the Council may consult the Scientific Steering Committee, and all appropriate international and regional social science organizations with which UNESCO maintains official relations. The International Social Science Council (ISSC) and its affiliated professional associations and organizations may give advice to the Intergovernmental Council.

Article VIII - Bureau

At the beginning of its first session and subsequently whenever the membership of the Council is modified by the General Conference in accordance with

Article II above, the Council shall elect a President, six Vice-Presidents and a Rapporteur.

Article IX - Observers

1. Member States and Associate Members of UNESCO which are not members of the Council may send observers to all meetings of the Council.
2. Representatives of the United Nations and other organizations of the United Nations system may be invited to take part, as observers, in all meetings of the Council.
3. The Council shall lay down the conditions under which other international governmental or non-governmental organizations may be invited to attend its proceedings without the right to vote. The Council shall also lay down the conditions under which certain specialists might be consulted on matters within its competence.
4. The Council may invite non-Member States of UNESCO to send observers to its meetings.

Article X - Reporting

The Council shall submit reports on MOST programme activities to the General Conference of UNESCO at each of its ordinary sessions and, as appropriate, to the Executive Board.

Article XI - The Scientific Steering Committee

1. The Committee shall be composed of no more than nine regular members, who will be appointed by the Director-General in their personal capacity, in consultation with the regional and international intergovernmental and non-governmental social science organizations.
2. The President of the Council will *ex officio* be a member of the Scientific Steering Committee.
3. Members of the Committee shall be recognized specialists and active researchers in the fields of the MOST programme, and will represent various disciplines in the social sciences.

Article XII - Sessions

The Committee shall preferably meet twice a year. However, the Committee may meet in extraordinary session at the request of the majority of its members in agreement with the Director-General.

Article XIII - Voting

The Committee shall endeavour to arrive at its decisions by consensus. In the event of a vote being taken, each member of the Committee, including the *ex-officio* member, shall have one vote. In case of an even vote, the vote of the Chairperson shall be decisive.

Article XIV - Rules of Procedure

The Committee shall adopt its own Rules of Procedure.

Article XV - Functions

1. The Committee shall maintain the high scientific standards of the MOST programme. This shall, in particular, include:
 - (a) assessing the scientific quality of projects submitted to the programme;
 - (b) accepting only those proposals which conform with the general orientation of the programme and meet the required scientific standards.
2. The Committee may consult the International Social Science Council (ISSC) and its members and all other relevant social science bodies in the implementation of its functions.

Article XVI - Terms of office

The term of office for members of the Committee shall extend from the moment they are appointed by the Director-General for a term of three years. They shall be eligible for a maximum of two consecutive terms.

Article XVII - Officers

At the beginning of each meeting, the Committee shall elect a Chairperson and two Vice-Chairpersons.

Article XVIII - Reporting

The Committee shall report to the Intergovernmental Council at each of the Council's ordinary sessions. The Committee shall also report to the Director-General of UNESCO after each of the Committee's sessions.

Article XIX - Secretariat

1. The Director-General of UNESCO shall provide the staff and other means required for the operation of the secretariat of the MOST programme.
2. The secretariat shall provide the necessary services for the sessions of the Council and the Committee.

Article XX - Expenses

The servicing expenses of the Committee shall be covered by an appropriation voted for this purpose by the General Conference of UNESCO. Expenses for meetings of members of the Committee shall be paid by UNESCO.

5.3

Election of the members of the Intergovernmental Council for the International Social Science Programme entitled 'Management of Social Transformations' (MOST)¹

The General Conference,

Elects, in accordance with paragraphs 1 and 2 of Article II of the Statutes of the Intergovernmental Council for the international social science programme entitled 'Management of Social Transformations' (MOST) the following Member States to be members of the Council:²

Algeria	France	Philippines
Argentina	Germany	Poland
Bangladesh	Ghana	Russian Federation
Brazil	Guinea	Sweden
Bulgaria	India	Switzerland
Cameroon	Italy	Thailand
Chile	Japan	Togo
China	Madagascar	Tunisia
Colombia	Mexico	Yemen
Costa Rica	Netherlands	Zambia
Egypt	Pakistan	Zimbabwe

1. Resolution adopted on the report of the Nominations Committee at the thirtieth plenary meeting, on 15 November 1993.
2. In accordance with paragraph 3 of Article II of the Statutes of the Council, the term of office of 16 of the members designated at the first election ceased at the end of the first ordinary session of the General Conference following that at which they were elected. These members, which were chosen by lot by the President of the General Conference after the election, are: Algeria, Argentina, Bangladesh, Brazil, Colombia, Egypt, Ghana, Guinea, Italy, Netherlands, Pakistan, Philippines, Russian Federation, Sweden, Togo and Zambia.

'Management of Social Transformations' Programme (MOST)

**Members of the Intergovernmental Council of MOST
1995-1997**

AFRICA

Angola
Benin
Cameroon
Côte d'Ivoire
Madagascar
Togo
Zambia
Zimbabwe

EASTERN EUROPE

Bulgaria
Czech Republic
Hungary
Poland

**LATIN AMERICA AND THE
CARIBBEAN**

Brazil
Chile
Colombia
Costa Rica
Jamaica
Mexico

ARAB STATES

Libyan Arab Jamahiriya
Morocco
Tunisia
Yemen

ASIA AND THE PACIFIC

Australia
China
India
Japan
Malaysia
Philippines
Thailand

WESTERN EUROPE

Austria
Canada
France
Germany
Netherlands
Switzerland

Original: English

RULES OF PROCEDURE**INTERGOVERNMENTAL COUNCIL OF THE MOST PROGRAMME****Rule 1 — Membership**

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| Art.II.1 of the Statutes | 1.1 The Council shall be composed of 33 Member States of UNESCO, elected by the General Conference, taking into account the need to ensure equitable geographical distribution and appropriate rotation, and the strength of their commitment to the MOST programme. |
| Art.II.2 of the Statutes | 1.2 The term of office of members of the Council shall extend from the end of the ordinary session of the General Conference during which they are elected until the end of its second subsequent ordinary session. |
| Art.II.4 of the Statutes | 1.3 Members of the Council shall be immediately eligible for re-election. |

Rule 2 — Functions

Within the framework of the decisions of the General Conference concerning the Management of Social Transformations Programme, the Council shall discharge the functions assigned to it by Article VII of its Statutes.

Rule 3 — Sessions

- | | |
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| Art.III of the Statutes | <p>3.1 The Council shall meet in regular plenary session once every two years, preferably in connection with the ordinary sessions of the General Conference. However, the Council may meet in extraordinary session at the request of the Director-General, or at the request of the majority of its members, or by decision of the Bureau mentioned in Article VIII of the Statutes, in consultation with the Director-General.</p> <p>3.2 Regular, plenary sessions shall be convened by the Director-General in accordance with the decisions of the Council.</p> <p>3.3 The Council shall normally meet at the Headquarters of UNESCO. It may meet elsewhere upon the invitation of a Member State if so decided by a majority of its members after consultations with the Director-General.</p> <p>3.4 All Member States and Associate Members of UNESCO shall be informed in good time of the place and date of the sessions of the Council.</p> |
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- Art.V of the Statutes 3.5 The servicing expenses of the Council shall be covered by an appropriation voted for this purpose by the General Conference of UNESCO. Member States shall bear the expenses of the participation of the representatives in sessions of the Council. However, UNESCO shall, if the financial situation allows it, bear all, or parts of, the expenses for the participation of the representatives, when such circumstances require it, particularly representatives of the least developed countries.

Rule 4 — Observers

- Art.IX.1 of the Statutes 4.1 Member States and Associate Members of UNESCO which are not members of the Council may send observers to all meetings of the Council.
- Art.IX..2 of the Statutes 4.2 Representatives of the United Nations and other organizations of the United Nations System may be invited to take part, as observers, in all meetings of the Council.
- Art.IX..3 of the Statutes 4.3 The Council shall lay down the conditions under which other international governmental or non-governmental organizations may be invited to its proceedings without the right to vote. The Council shall also lay down the conditions under which certain specialists might be consulted on matters within its competence.
- Art.IX.4 of the Statutes 4.4 The Council may invite non-Member States of UNESCO to send observers to the meetings.

Rule 5 — Provisional agenda

- 5.1 The provisional agenda of sessions shall be prepared by the Director-General following consultations with the members of the Bureau.
- 5.2 The provisional agenda shall be communicated to the members of the Council at least two months before the opening of each session.
- 5.3 The provisional agenda shall also be communicated to Member States and Associate Members of UNESCO that are non members of the Council and to organizations of the United Nations System and other governmental and non-governmental organizations that, in accordance with the provisions of paragraph 4.3 of Rule 4 above, have been invited to the proceedings of the Council without the right to vote.
- 5.4 The provisional agenda shall include:
- All items the inclusion of which has been decided by the Council;
 - All items proposed by States members of the Council;
 - All items proposed by the Bureau;
 - All items proposed by the Director-General of UNESCO.

Rule 6 — Adoption of the agenda

At the beginning of each session, the Council shall adopt the agenda for that session.

Rule 7 — Amendments, deletions and new items

The Council may, during a session, modify the order of items on the agenda or add or delete items. New items may be added to the agenda if so decided by a two-thirds majority of the members present and voting.

Rule 8 — Bureau

Art.VIII of the Statutes

8.1 At the beginning of its first session and subsequently, whenever the membership of the Council is modified by the General Conference in accordance with Rule 1 above, the Council shall elect a President, six Vice-Presidents and a Rapporteur.

8.2 The President, the six Vice-Presidents and the Rapporteur, elected in accordance with the provisions of paragraph 8.1 above shall constitute the Council's Bureau. The members of the Bureau, representing Member States of UNESCO, shall remain in office until a new Bureau has been elected.

8.3 Members of the Bureau shall be eligible for re-election.

8.4 Meetings of the Bureau may be convened between sessions of the Council at the request of the majority of the members of the Council or of the Bureau, or at the request of the Director-General of UNESCO. In such cases the reasons for the meeting of the Bureau shall be specified in the request for its convening. The expenses for the participation of the Bureau members will be paid by the States they represent.

Rule 9 — Functions of the President

9.1 In addition to exercising the powers conferred upon him elsewhere by these Rules, the President shall have the following powers: he shall declare the opening and closing of meetings, direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to these Rules, shall control the proceedings and the maintenance of order.

9.2 If the President ceases to represent a State member of the Council or is so incapacitated that he can no longer hold office, the Bureau shall choose one of the Vice-Presidents to become President for the unexpired portion of the term of office. If that Vice-President also ceases to represent a State member of the Council or is so incapacitated that he can no longer hold office, the Bureau shall choose another of the Vice-Presidents to become President for the unexpired portion of the term of office.

Art.XI.2 of the Statutes

9.3 The President of the Council will *ex officio* be a member of the Scientific Steering Committee, mentioned in Art.XI of the Statutes.

Rule 10 — Functions of Vice-Presidents

In the absence of the President during the session, his functions shall be exercised in turn by the Vice-Presidents.

Rule 11 — Subsidiary bodies

In order to discharge the duties assigned to it by its Statutes, the Council may establish such subsidiary bodies as it considers necessary for the conduct of its business within the limits of the funds approved by the General Conference.

Rule 12 — Secretariat

12.1 The Director-General of UNESCO or his representative shall participate in the work of the Council, its Bureau or its other subsidiary bodies, without the right to vote. He may at any time submit either oral or written statements to the Council, to the Bureau or to any other subsidiary body on any matter under discussion.

Art.XIX.1 of the Statutes

12.2 The Director-General of UNESCO shall provide the staff and other means required for the operation of the secretariat of the Council.

Art.XIX.2 of the Statutes

12.3 The Secretariat shall provide the necessary services for the sessions of the Council and its subsidiary bodies.

12.4 The Secretariat shall fix the date of the sessions of the Council and the meetings of its subsidiary bodies in accordance with the Bureau's instructions, and shall take the steps required to convene them.

12.5 The Secretariat shall assemble all suggestions and comments made by Member States of UNESCO and the international organizations concerned, with regard to UNESCO's **MOST** programme, and shall prepare them for examination by the Council.

12.6 The Executive-Secretary of the MOST Programme or his representative shall attend all meetings of the Council and the Bureau.

12.7 The Executive-Secretary of the MOST Programme or his representative may make oral as well as written statements to the Council, its subsidiary bodies and to the Bureau concerning any question under consideration.

Rule 13 — Working languages

English and French shall be the working languages of the Council for all purposes.

Rule 14 — Use of other languages

Any speaker may speak in a language other than the working languages currently in use for a particular session of the Council or a subsidiary body on the condition that he or she provides for the interpretation of his/her speech into one or other of the Council's working languages.

Rule 15 — Working documents

The working documents of each session shall, as a rule, be communicated to the members six weeks before the opening of each session.

Rule 16 — Reports

The Council shall submit reports on its activities to the General Conference of UNESCO at each of its ordinary sessions.

Rule 17 — Quorum

17.1 A majority of the States members of the Council shall constitute a quorum.

17.2 At meetings of subsidiary bodies of the Council, a quorum shall be constituted by a majority of the States members of the Council that are members of the body in question.

17.3 However, in the case of meetings of the subsidiary bodies, if after fifteen minutes' adjournment, there be still no quorum as above defined, the President may request the agreement of all members actually present to waive temporarily paragraph 17.2 of this Rule.

Rule 18 — Publicity of meetings

All meetings of the Council and its subsidiary bodies, except meetings of the Bureau, shall be open to the public unless the Council or the subsidiary body decides otherwise.

Rule 19 — Right to speak

Observers of Member States, representatives of organizations of the United Nations System and observers of international organizations referred to in paragraphs 4.1, 4.2 and 4.3 of Rule 4 of these Rules may, with the authorization of the President, speak during the discussion of the Council or its subsidiary bodies.

Rule 20 — Order of speeches

The President shall call upon speakers in the order in which they have expressed the desire to speak. Members of the Council shall be accorded precedence.

Rule 21 — Time-limit on speeches

The President may limit the time to be allowed to each speaker.

Rule 22 — Points of order

During the discussion on any matter, a representative of a member of the Council may at any time raise a point of order, which point of order shall forthwith be decided upon by the President. Any representative may appeal against the ruling of the President, which can only be overruled by a majority of the members present and voting. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 23 — Suspension, adjournment, closure

Any representative of a State member of the Council may at any time propose the suspension or adjournment of a meeting or the adjournment or closure of a debate. Such a motion shall be put to the vote immediately and shall be decided by a majority of members present and voting.

Subject to the provisions of Rule 22 above, the following motions shall have precedence in the following order over all other proposals or motions:

- (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.

Rule 24 — Voting rights

Art.IV of the Statutes

The Council shall endeavour to arrive at its decisions by consensus. In the event of a vote being taken, each member of the Council shall have one vote.

Rule 25 — Voting

25.1 Decisions shall be taken by a majority of the members present and voting, except in the cases specified in Rules 7, 31 and 32.

25.2 For the purpose of these Rules, the phrase 'members present and voting' means members casting an affirmative or negative vote. Members who abstain from voting are considered as not voting.

Rule 26 — Show of hands and roll-call

Voting shall normally be by show of hands, except that any member may, before the voting starts, request a roll-call. The vote or abstention of each member participating in a roll-call shall be inserted in the report.

Rule 27 — Voting on amendments

27.1 When an amendment to a proposal is moved, the amendment shall be voted on first.

27.2 When two or more amendments to a proposal are moved, the Council 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 amendments have been put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted on. If no amendment is adopted the proposal shall be put to the vote in its original form.

27.3 A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Rule 28 — Secret ballot

All elections shall be by secret ballot unless, in the absence of objections on the part of any one of its members, the Council decides otherwise.

Rule 29 — Equally divided votes

If a vote is equally divided, the proposal shall be regarded as rejected.

Rule 30 — Special consultation by correspondence

Should the approval of the Bureau or of the Council be required for measures of urgency and importance while the Bureau or the Council is not in session, the Secretariat may consult the members by correspondence.

Rule 31 — Amendment

These Rules of Procedure, except when they reproduce provisions of the Council's Statutes or decisions of UNESCO's General Conference, may be amended by a decision of the Council taken by a two-thirds majority of the members present and voting, provided that the proposal for amendment has been placed on the agenda.

Rule 32 — Suspension

Any provision of these Rules, except when it reproduced provisions of the Statutes or decisions of UNESCO's General Conference, may be suspended by a decision taken by a two-thirds majority of the members present and voting.

Original: English

RULES OF PROCEDURE

SCIENTIFIC STEERING COMMITTEE OF THE MOST PROGRAMME

Rule 1 – Membership

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| Art. XI.1 of the Statutes | 1.1 The Committee shall be composed of no more than nine regular members, who will be appointed by the Director-General of UNESCO in their personal capacity, in consultation with the regional and international intergovernmental and non-governmental social science organizations. |
| Art. XI.2 of the Statutes | 1.2 The President of the Intergovernmental Council of MOST will <i>ex officio</i> be a member of the Committee. |
| Art. XI.3 of the Statutes | 1.3 Members of the Committee shall be recognized specialists and active researchers in the fields of the MOST programme, and will represent various disciplines in the social sciences. |
| Art. XVI of the Statutes | 1.4 The terms of office for members of the Committee shall extend from the moment they are appointed by the Director-General for a term of three years. They shall be eligible for a maximum of two consecutive terms. |

Rule 2 – Functions

- | | |
|---------------------------|---|
| Art. XV.1 of the Statutes | 2.1 The Committee shall maintain the high scientific standards of the MOST programme. This shall, in particular, include: <ul style="list-style-type: none">(a) assessing the scientific quality of projects submitted to the programme;(b) accepting only those proposals which conform with the general orientation of the programme and meet the required scientific standards. |
| Art. XV.2 of the Statutes | 2.2 The Committee may consult the International Social Science Council (ISSC) and its members and all other relevant social science bodies in the implementation of its functions. |

Rule 3 -Sessions

- 3.1 The Director-General shall fix the date and place of the meeting of the Committee.

Art. XII of the Statutes

3.2 The Committee shall preferably meet twice a year. However the Committee may meet in extraordinary session at the request of the majority of its members in agreement with the Director-General.

Rule 4 – Provisional agenda

The provisional agenda of the following meeting shall be prepared by the secretariat of the MOST programme in consultation with the members of the Committee with the exception of the first meeting.

Rule 5 – Officers

Art. XVII of the Statutes

5.1 At the beginning of each meeting, the Committee shall elect a Chairperson and two Vice-Chairpersons.

5.2 The Chairperson and the Vice-Chairpersons are eligible for re-election.

Rule 6 – Secretariat

6.1 The secretariat of UNESCO shall participate in the work of the Committee. It may at any time submit either oral or written statements to the Committee on any matter under discussion.

Art. XIX.1 of the Statutes

6.2 The Director-General of UNESCO shall provide the staff and other means required for the operation of the secretariat of the MOST programme.

Art. XIX .2 of the Statutes

6.3 The secretariat shall provide the necessary services for the meetings of the Committee.

Rule 7 – Languages

7.1 English shall be the working language of the Committee. Documents, working papers and reports will be prepared and distributed in English.

7.2 Any member of the Committee or person invited may use any other language provided he or she makes available facilities for interpretation.

Rule 8 – Quorum

8.1 A majority of the members of the Committee shall constitute a quorum.

8.2 The Committee shall not decide on any matter unless a quorum is present.

Rule 9 – Reports

Art. XVIII of the Statutes

9.1 The Committee shall report to the Intergovernmental Council at each of the Council's ordinary sessions. The Committee shall also report to the Director-General of UNESCO after each of the Committee's sessions.

9.2 Reporting to the Intergovernmental Council and the Director General of UNESCO shall be by the Chairperson.

Rule 10 – Publicity of meetings

The meetings of the Committee shall not be open to the public.

Rule 11 – Voting rights

Art. XIII of the Statutes

The Committee shall endeavour to arrive at its decisions by consensus. In the event of a vote being taken, each member of the Committee, including the *ex-officio* member shall have one vote. In case of an even vote, the vote of the Chairperson shall be decisive.

Rule 12 – Amendment

These Rules of procedure, except when they reproduce provisions of the Committee's Statutes or decisions of UNESCO's General Conference, may be amended or suspended by a decision of the Committee taken by a two-thirds majority of the members present and voting.