Rules of Procedure for the 34th Meeting of the ICAPP Standing Committee

As of 23 November 2020

Due to unprecedented circumstances on the back of COVID-19, the 34th Meeting of the ICAPP Standing Committee ("SC") will be held online via teleconferencing. The meeting will be convened via Zoom for 3 hours from 6am to 9am GMT (9am-12pm Turkey Time; 12pm-3pm Bangladesh Standard Time; 3pm-6pm Korea Standard Time) on Wednesday, 25 November 2020.

Given the time difference amongst participants and the remote setting, the Secretariat inevitably needs to consider more time constraints than the in-person SC meetings. As such, the Secretariat would like to ask all participants to review the draft rules of procedure outlined below.

Structure

- The meeting will begin and conclude with remarks from both the Chairman and Co-Chairman of the ICAPP SC.
- The Secretary General will provide an introduction of agenda items after the opening remarks. At the end of the meeting, the Secretary General will provide a final recap to summarize the discussions of the meeting.
- The agenda will not be discussed item by item. Instead, each SC Member will have one (1) opportunity to make comments on any agenda item(s) of their choice within the allocated time limit (please see "Time Limit per SC Member" for details).
- After the meeting, the ICAPP Secretariat will prepare and circulate draft Conclusions of the meeting.
- There will be no recess throughout the meeting.

Pre-Requisites for Participation

- In order to arrange orderly proceedings within the limited amount of time, all SC Members who would like to speak are kindly requested to notify the Secretariat in advance by email to secretariat@theicapp.org.
- The list of speakers ("Speaker List"), which will be in the order of email requests received, will be circulated by the Secretariat in advance of the meeting. Please note that SC Members who did not sign up to speak will have to wait for their turns until everyone on the Speaker List has finished.
- Participants who would like to have the text or summary of their remarks displayed on the screen during their presentation are requested to send them to the Secretariat by 23 November 2020 (email: secretariat@theicapp.org).

Time Limit per SC Member

- SC Members will be allocated three minutes each for their initial remarks.
- After everyone on the Speaker List has finished, SC Members may have an additional two minutes for further comments or responses to other SC Members' remarks.

- When an SC Member's initial presentation exceeds the three-minute time limit, the additional time spent will be deducted from the two additional minutes reserved for his/her second presentation.
- A timer will be set on the screen for each SC Member: For the initial presentation, the timer will indicate how much time has elapsed and for the second presentation, it will indicate the remaining time.
- Each SC Member should not exceed a total of five minutes across both presentations. If an SC Member exceeds a total of five minutes, the microphone will be muted automatically.
- If an SC Member does not use all of the three minutes for the first presentation, the unused time will not be added to the time limit for the second presentation. He/she will still be allocated two minutes for the second presentation.
- Given the time constraints, only two Observers, Council of African Political Parties (CAPP) and Permanent Conference of Political Parties in Latin America and Caribbean (COPPPAL) will be invited to join the meeting. Observers will have one opportunity to speak for three (3) minutes each.

Working Language

- The meeting will be conducted in English in accordance with Article 15 of the ICAPP Charter.
- Please note that SC Members are responsible for their own interpreters should they require such services. However, the Secretariat would like to remind Members that the same time limit will be applied to all participants regardless of their use of interpreter services. As such, simultaneous rather than consecutive interpretation is recommended.