



PRACTICAL & PROCEDURAL INFORMATION

BELGRADE, 6 -10 JULY 2011

This document seeks to give a brief and basic guide to the procedures of the OSCE Parliamentary Assembly and the practical arrangements in view of the 20th Annual Session to be held in Belgrade, Serbia from 6 to 10 July 2011. This document is not exhaustive, and should be read in conjunction with the Rules of Procedure. Please note that following the Standing Committee decision in Vienna to amend the OSCE PA Rules of Procedure, there is an updated version of the Rules of Procedure, which is dated 25 March 2011.

General Committees

The Rapporteur of each General Committee will present a report which will form the basis of the debate in the General Committee. The text of the report is the responsibility of the Rapporteur, and should be prepared or approved by him or her.

The Rapporteur will also present a draft resolution based on the report. The draft resolution, but not the report, is subject to amendment by Members of the Assembly in accordance with the provisions of Rule 22, paragraph 1 of the Rules of Procedure. Amendments should, therefore, relate only to the subjects addressed by the Rapporteur in the Draft Resolution.

Plenary Session

The draft Final Document to be debated and considered at the Plenary Session on Sunday, 10 July will be, in principle, a composite of the three resolutions of the three General Committees. In the event of incompatibilities between the texts adopted by the General Committees, a Drafting Committee composed of representatives of the three General Committees and others appointed by the President will seek to reconcile them (Rule 39, paragraph 3).

List of Speakers for General Debate on 9 July

Members wishing to speak in the general debate in the Plenary Session on Saturday, 9 July should enter their names in a register provided for that purpose in the Table Office at the latest before the opening of the sitting. In all cases, the Chair shall determine the order in which Members shall be called to speak. Unless the Chair decides to grant additional time, no Member may speak for more than five minutes in the debate (Rule 27, paragraph 7).

Election of Officers of the Assembly*

Election of the Officers of the Assembly will be held in Plenary on the last day of the Annual Session, 10 July. All Officers will be elected by secret ballot (Rule 5, paragraphs 1-4). In considering proposed candidates the Assembly shall take into account the national composition of the Assembly (Rule 4, paragraph 9).

Under Rule 4, paragraph 5 candidates for the offices of President and Vice-President must be sponsored in writing by twenty-five (25) or more Members of the Assembly. Nomination papers should be handed in at **the Table Office no later than 10.00 a.m. on Saturday, 9 July 2011.** In accordance with Rule 4, paragraph 5 the Bureau will verify the candidatures prior to submission to the Assembly.

* *For your convenience attached is a list of the Officers of the OSCE Parliamentary Assembly and its General Committees.*

The election will be held on Sunday, **10 July 2011 between 9:00 a.m. and 11:00 a.m.** The details of distribution of ballot papers and the organisation of the election will be announced at the Belgrade Session. Each Member must vote in person.

In accordance with Rule 31, paragraph 3 “a Member who has an unavoidable obligation to leave the Annual Session before the day of the election of a President, Vice-President and a Treasurer has the right to vote earlier, provided that he or she has notified the Assembly President accordingly in writing. Early voting shall start only when all candidates have been duly nominated”.

In accordance with Rule 32, paragraph 4 the Chair will appoint three tellers to supervise the elections and count the ballots. All duly appointed candidates or those that represent them have the right to monitor voting procedure, the counting of the ballot papers and the tabulation of the votes in all polling places.

If the number of the candidates nominated is less or equal to the number of the positions to be filled, the candidates shall be declared elected by acclamation.

President of the Parliamentary Assembly

The President will be elected for a period of one year, until the closure of the 2012 Annual Session (Rule 4, paragraph 6). The President may be re-elected only once to the same office (Rule 5, paragraph 6). The President, Mr. Petros Efthymiou, who was elected at the Oslo Session in 2010, is eligible for re-election.

In accordance with Rule 5, paragraph 1 “The President shall be elected by secret ballot and each Member entitled to vote may cast one vote. If, on the first ballot, no candidate has obtained an absolute majority of the votes cast, a second ballot shall be held between the two candidates who obtain the most votes in the first ballot. The candidate who, on the second ballot, obtains the most votes shall be elected. In the event of a tie, the issue shall be decided by lot.”

Vice-Presidents of the Parliamentary Assembly

In Belgrade there are expected to be elections for three Vice-Presidents for three years until the end of the 2014 Annual Session.

In accordance with Rule 5, paragraphs 6 and 7:

Vice-President Wolfgang Grossruck (Austria): elected in Astana in 2008 is eligible for re-election.

Vice-President Pia Christmas-Møller (Denmark): elected in Washington in 2005 and re-elected in Astana in 2008 is not eligible for re-election.

Vice-President Kassym-Jomart Tokayev (Kazakhstan): elected in Astana in 2008 is eligible for re-election.

The Vice-Presidents may be re-elected once to the same office (Rule 5, paragraph 6). A Vice-President who has served less than two three year terms is eligible for re-election (Rule 5, paragraph 7). The Assembly will vote on all three positions of Vice-Presidents simultaneously. The three candidates

obtaining the greatest number of votes will serve for three years until the end of the 2014 Annual Session (Rule 4, paragraph 7).

Treasurer

The Treasurer shall hold office from the close of the Annual Session in which he or she is elected to the close of the second Annual Session thereafter (Rule 4, paragraph 8). The Treasurer may be re-elected twice to the same office (Rule 5, paragraph 6).

Mr. Roberto Battelli (Slovenia) was elected Treasurer of the Assembly at the 2009 Vilnius Annual Session and is eligible for re-election.

Election of General Committee Officers

General Committees shall elect a Chair, a Vice-Chair and a General Rapporteur, who are the Officers of General Committees, at the close of the sitting at each Annual Session for the following year (Rule 36, paragraph 5). Candidates shall be sponsored in writing. Unless the General Committee decides otherwise, they shall be nominated before the opening of the last scheduled meeting of the General Committee during the Annual Session.

The General Committee Officers shall be elected by a majority of votes cast in a secret ballot. If no candidate has obtained a majority, a second ballot shall be held between the two candidates having obtained the highest number of votes in the first ballot. In the event of a tie, the issue shall be decided by lot. If there is only one candidate nominated for an office, the candidate shall be declared elected by acclamation. In the event of a vacancy arising during the course of the year, the Standing Committee may appoint a substitute.

Voting

Under Rule 32, paragraph 1 the Assembly shall vote by show of hands except in cases where a roll-call vote or secret ballot is required. Only affirmative and negative votes shall count in calculating the number of votes cast. The number of abstentions shall be recorded.

Where the Assembly's accounts show that a Member country has not made its due contribution for a period of 9 months, Members of its delegation shall not be allowed to vote until the contribution has been received (Rule 41, paragraph 5).

<i>Supplementary Items, Amendments, Compromise Amendments and Questions of Urgency</i>

Please pay special attention to the Rules of Procedure and the deadlines regarding the submission of *Supplementary Items, Amendments, Compromise Amendments and Questions of Urgency*.

Supplementary Items (Rule 21)

1. The agenda of the Annual Session may be supplemented by an item or a motion on any matter within the competence of the OSCE, which does not relate directly to subjects proposed by the General Rapporteurs to the three General Committees. Such a supplementary item shall be in

the form of a draft resolution with signatures of at least twenty Members representing at least four different countries. The first signatory of a supplementary item will be its principal sponsor. **A supplementary item must be received by the Secretariat after the General Rapporteurs have submitted their reports, but at least 35 days before the opening of the first plenary session.** The Standing Committee shall decide by a two-thirds majority of the votes cast whether to include a supplementary item on the agenda of the Annual Session. The Standing Committee shall then decide by a majority of votes cast whether to refer a supplementary item to the competent Committee or to submit it to the plenary.

2. If more than one supplementary item is presented on the same issue, the President may ask the principal sponsors of the draft resolutions on the same issue to hold consultations in order to present a compromise draft resolution. If such a compromise draft resolution is received at the Secretariat **at least fourteen days before the opening of the first plenary session** with signatures of the principal sponsors and at least ten signatories of each of the two or more draft resolutions in question, it shall be presented to the Annual Session as a supplementary item and all other draft resolutions on the same issue shall fall. The principal sponsor of the draft resolution which was received first shall be the principal sponsor of the compromise draft resolution. If there is no agreement on a compromise draft resolution, the draft resolution which was received first shall be presented to the Annual Session and others on the same issue shall fall.

Therefore, a supplementary item must be received at the International Secretariat in Copenhagen not later than on WEDNESDAY 1 JUNE 2011. A compromise draft resolution must be received at the International Secretariat in Copenhagen not later than on WEDNESDAY 22 JUNE 2011.

Amendments

Paragraph 1 of Rule 22 of the Rules of Procedure states:

“Amendments to the draft resolutions presented by the General Rapporteurs or to supplementary items shall be submitted in writing and signed by at least five Members representing at least two OSCE countries. Amendments to the draft resolutions prepared by the General Rapporteurs shall be received at the Secretariat with the required signatures **at least fourteen days before the opening of the first plenary session.** Amendments to supplementary items shall be received at the Secretariat with the required signatures **at least seven days before the opening of the first plenary session.** The first signatory of an amendment will be its principal sponsor.

Therefore, amendments to the three General Committees Draft Resolutions must be received at the International Secretariat in Copenhagen not later than on WEDNESDAY 22 JUNE 2011.

Amendments to supplementary items must be received at the International Secretariat in Copenhagen not later than on WEDNESDAY 29 JUNE 2011.

The forms for submitting amendments to supplementary items will be forwarded to you

separately.

Members are also reminded of certain other provisions of Rule 22 (Amendments) of the Rules of Procedure:

- The Amendments will be considered in the same Committee in which the resolution, or supplementary item, to which the Amendment relates, is considered. The Chair of the Committee shall decide whether the Amendment is in order. If the Chair decides that the Amendment is not in order because it is not relevant to the Committee's area of competence or is not a compromise amendment in accordance with Rule 23, any sponsor of that Amendment may refer the matter to the President. The President will determine which Committee is competent to deal with the Amendment;
- each Amendment may only relate to one paragraph;
- if two or more Amendments relate to the same paragraph, they will be voted upon to the following order:
 - Amendments to delete the entire paragraph;
 - Amendments to delete part of the paragraph;
 - Amendments that modify the paragraph;
 - Additional Amendments that insert new paragraph;
- the Chair may group the Amendments for discussion

Delegations are particularly requested NOT to present Amendments which incorporate or re-order large sections of the original Rapporteur's text. It is necessary in order to allow proper debate that any Amendments be addressed specifically to individual paragraphs of the Rapporteur's text. Amendments should not take the form of alternative resolutions.

Compromise Amendments

“A compromise amendment may be submitted in writing and signed by at least ten Members, representing at least three OSCE countries, including at least two principal sponsors of amendments already submitted in accordance with Rule 22 on the same issue to the same draft resolution. **Any compromise amendment shall be submitted no later than 10 a.m. on the day before the Assembly or relevant Committee starts consideration of amendments.**” (Rule 23, paragraph 1)

Validation of signatures (Rule 24):

“The signatures of Members of the Assembly who signed a supplementary item or an amendment are valid provided they register for the Annual Session.”

Urgency (Rule 26):

1. Questions of urgency may be placed on the agenda of the Assembly at any time on the proposal of the Standing Committee, or in the absence of a meeting of the Standing Committee, on the proposal of the Bureau. Such questions of urgency must be pertinent to the OSCE process and relate to an event, which has taken place or come to public knowledge less than twenty-four days before the opening of the first plenary session.
2. Such question of urgency shall be in a form of a draft resolution and it shall be signed by at least twenty-five Members representing at least ten countries. The first signatory of the draft resolution shall be the principal sponsor of the question of urgency.
3. In the event of the Standing Committee or the Bureau deciding not to recommend the inclusion of such an item on the agenda, the proposers shall have the right to appeal in writing to the Assembly, which may decide by a majority of two thirds of the Members of the Assembly to place the proposal on the agenda.

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Submission of Documents

For the submission of any document by email (Supplementary Item, Amendments, etc.), we have created a new email address for this purpose: belgradedocs@oscepa.dk

The International Secretariat fax number is: +45 33 37 80 30. Please send all faxes to the attention of Dana Bjerregaard.

OFFICERS OF THE OSCE PARLIAMENTARY ASSEMBLY

MEMBERS OF THE BUREAU

Name	Country	Position	Term
Mr Petros Efthymiou	Greece	President	To end 2011 Session
Mr Wolfgang Grossruck	Austria	Vice-President	To end 2011 Session
Ms Pia Christmas-Møller	Denmark	Vice-President	To end 2011 Session
Mr Kassym-Jomart Tokayev	Kazakhstan	Vice-President	To end 2011 Session
Mr Jean-Charles Gardetto	Monaco	Vice-President	To end 2012 Session
Mr Oleh Bilorus	Ukraine	Vice-President	To end 2012 Session
Mr Benjamin Cardin	USA	Vice-President	To end 2012 Session
Mr Riccardo Migliori	Italy	Vice-President	To end 2013 Session
Mr Alexander Kozlovskiy	Russian Federation	Vice-President	To end 2013 Session
Ms Isabel Pozuelo	Spain	Vice-President	To end 2013 Session
Mr Roberto Battelli	Slovenia	Treasurer	To end 2011 Session
Mr João Soares	Portugal	President Emeritus	To end 2011 Session

OFFICERS OF THE GENERAL COMMITTEES

I. GENERAL COMMITTEE ON POLITICAL AFFAIRS AND SECURITY

Mr Karl-Georg Wellmann	Germany	Chair
Ms Canan Kalsin	Turkey	Vice-Chair
Mr Tonino Picula	Croatia	Rapporteur

II. GENERAL COMMITTEE ON ECONOMIC AFFAIRS, SCIENCE, TECHNOLOGY AND ENVIRONMENT

Mr Roland Blum	France	Chair
Vacant		Vice-Chair
Mr Serhiy Shevchuk	Ukraine	Rapporteur

III. GENERAL COMMITTEE ON DEMOCRACY, HUMAN RIGHTS AND HUMANITARIAN QUESTIONS

Ms Walburga Habsburg Douglas	Sweden	Chair
Mr Robert Aderholt	USA	Vice-Chair
Mr Matteo Mecacci	Italy	Rapporteur