

Rules of Procedure of WCO Sectoral Meetings

Version 2017 as amended by the Executive Committee in April 2017
Last updated: July 13, 2017

I. DEFINITION

- a. The members of the WCO Sector shall be the AIIC members, candidates and pre-candidates, as well as non-AIIC interpreters, who work for the World Customs Organization (WCO).
- b. The Sector's activities shall be governed by this Regulation, as interpreted and applied pursuant to the Statutes and other AIIC texts.
- c. AIIC members, candidates and pre-candidates shall have voting rights. Non-members shall act in an advisory capacity.

II. MEETINGS

1. Remit

Sectoral Meetings shall have the following remit:

- a. Take position on all issues affecting the Sector, in particular the application of the Agreement negotiated with the WCO;
- b. Subject to the approval of the Executive Committee:
 - o Adopt or amend its Rules of Procedure;
 - o Elect a Delegation among AIIC members by secret ballot;
 - o Adopt the mandate to be given to the Delegation in the event of any renegotiation of the Agreement;



- o Adopt the WCO-AIIC Agreement;
- o Vote on the dismissal of a Delegation or of any one of its members by a two-thirds majority of votes cast.

Unless otherwise stated, decisions shall be made by majority vote.

2. Convening of Meetings

- a. Sectoral Meetings shall be convened by the Delegation. They may also be convened by the Executive Secretary at the request of the President, the Executive Committee or the Assembly.
- b. Meeting invitations, along with a draft agenda and any relevant background information, shall be sent to all Sector members as defined in Section I above in a timely manner, taking into consideration the delivery method used.

3. Sessions

Sectoral meetings shall be held ahead of the opening of any negotiations and the submission of any draft Agreement to the Executive Committee. Additional meetings may be held as needed.

4. Procedure

- a. A meeting Chair and Rapporteur shall be appointed.
- b. Sectoral Meetings shall commence at the appointed time, and any decision duly made during the session on any issue on the agenda shall be deemed valid.
- c. A record of decisions and resolutions, as well as a list of persons present and represented, shall be kept. It shall be conveyed to the members of the Sector and to the Executive Committee through the Executive Secretary.
- d. Motions to expel a member of the Delegation as submitted by the Sector or by any other AIIC member during a Sectoral Meeting shall be supported by at least five members of the Sector, as defined in Article I.
- e. Any procedural issue not covered above shall be ruled upon by the session Chair pursuant to the Statutes, the Rules of Procedure for the Assembly, and the General Document on the Agreement Sectors.



5. Voting Procedures

- a. AIIC members, candidates and pre-candidates may hold up to nine proxies each. Proxies shall be in writing and bear the name of the member to whom they are given. They shall be submitted to the Meeting secretary.
- b. To be considered Sector members, non-AIIC members must submit a contract dated within a twelve-month period prior to the date of the meeting.

III. DELEGATION

1. Membership

- a. The Delegation shall be elected at the Sectoral Meeting from among AIIC members.
- b. Delegation membership and any subsequent changes thereto shall be conveyed to the Executive Committee for approval. The Executive Committee may appoint AIIC members not elected by the Sector to the Delegation, either as full-fledged members or as advisors thereto.
- c. The Executive Secretary shall inform all parties to the Agreement of the Delegation membership.
- d. Unless otherwise decided by the Executive Committee, following a negotiation, the term of a Delegation shall run until the election of a new Delegation by the Sectoral Meeting, subject to the approval of its membership by the Executive Committee.
- e. A resigning Delegation shall call a Sectoral Meeting to elect a new Delegation. The incumbent Delegation shall remain in office until the approval of the membership of the new Delegation by the Executive Committee, and ensure the management of all files in coordination with the newly elected Delegation in the meantime. The Executive Committee shall take all necessary measures to address any handover issues.

2. Mandate

- a. The Delegation shall convene all Sectoral Meetings and informal meetings and prepare the agenda and relevant documents in a timely manner.
- b. The Delegation shall negotiate Agreements.



- c. The Delegation shall be responsible for monitoring the application of the Agreement, including formal consultations, its interpretation, any revisions, dispute procedures, etc., under the terms of the Agreement.
- d. The Delegation shall be responsible for communicating with the WCO Administration and with Sector members.
- e. The Delegation shall regularly report to the Executive Committee.
- f. The Delegation shall report to the Sector as required.
- g. The Delegation shall designate a coordinator.
- h. The Delegation shall submit any proposal to expel any of its members to the Sectoral Meeting.
- i. The Delegation shall make decisions by a majority of the votes cast by its members; in case of a tie, the Coordinator shall have the deciding vote.
- j. The Delegation shall choose a member to represent it within the Agreement Sector Standing Committee.

IV. AMENDMENT PROCEDURE

These Rules of Procedure may be amended by a decision of the Sectoral Meeting taken with a two-thirds majority of votes cast, subject to the approval of the Executive Committee, following consultation with the Agreement Sector Standing Committee and, as required, with legal counsel.