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| WEATHER CLIMATE WATER | **World Meteorological Organization**  **COMMISSION FOR OBSERVATION, INFRASTRUCTURE AND INFORMATION SYSTEMS**  **Second Session** 24 to 28 October 2022, Geneva | **INFCOM-2/Doc. 1.2** |
| Submitted by: Chair  24.X.2022  **APPROVED** |

***[All changes made by the Secretariat]***

**AGENDA ITEM 1: AGENDA AND ORGANIZATIONAL MATTERS**

**AGENDA ITEM 1.2: METHODS OF WORK FOR CONDUCTING THE SESSION**

# METHODS OF WORK FOR CONDUCTING THE SESSION



# DRAFT DECISION

## Draft Decision 1.2/1 (INFCOM-2)

### Methods of work for conducting the session

**The Commission for Observations, Infrastructure and Information Systems decides** to adopt the methods of work for conducting the session including online participation as specified in the annex to this present decision.

See the [annex](#_Annex_to_draft) to the present decision.

Decision justification: [Decision 13](https://library.wmo.int/doc_num.php?explnum_id=11197#page=209) (INFCOM-1)

## Annex to draft Decision 1.2/1 (INFCOM-2)

**Methods of work for conducting sessions of the technical commissions**

### 1. Legal provisions

1.1 The Convention, General Regulations and the Rules of Procedure for Technical Commissions shall continue to apply in full, subject to consideration of any online practice that would be exceptionally required to conduct the session in a physical setting with online participation, as identified in the attached [table](#Explanatory_note).

**2. Registration**

2.1 Representatives of [Members represented on the technical commission](https://app.powerbi.com/view?r=eyJrIjoiZjlmODBmODQtYjY1MC00ODc5LTk2NTctNjJlZDhkOTUyMzkzIiwidCI6ImVhYTZiZTU0LTQ2ODctNDBjNC05ODI3LWMwNDRiZDhlOGQzYyIsImMiOjl9), invited observers and representatives of WMO Members not represented on the commission, shall notify the Secretary-General of the names of the persons who will participate in the session following the normal practice in accordance with the General Regulations and [*Rules of Procedure for Technical Commissions*](https://library.wmo.int/?lvl=notice_display&id=21534#.Yuy6y3ZBw2w) (WMO-No. 1240).

2.2 Online registration will follow normal practice. Additional information is provided on the [INFCOM-2 website](https://meetings.wmo.int/INFCOM-2/SitePages/Online%20Registration.aspx).

2.3 Guidance for identification of participants, including those online, is provided in the attached table.

**3. Attendance and quorum**

3.1 Physical participants will be in attendance in Salle Obasi at WMO. In addition, a number of participants (including some members of the technical commissions, invited observers, chairs of WMO bodies and representatives of WMO Members not represented on the commissions), shall be connected through a secured access to the videoconference.

3.2 The number of participants, besides the members of the technical commission, simultaneously connected may be limited depending on the capacity of the selected videoconference system.

3.3 Online attendance by principal delegates (or their alternates) shall be checked and registered in each meeting of the session to ensure that, combined with the members of the technical commission physically present, the quorum of the simple majority of members who are represented on the commission, is met.

**4. Documents**

4.1 Documents for the session will be made available and managed following normal practice through the [INFCOM-2 website](https://meetings.wmo.int/INFCOM-2/English/Forms/AllItems.aspx?RootFolder=%2FINFCOM%2D2%2FEnglish%2F1%2E%20DRAFTS%20FOR%20DISCUSSION&FolderCTID=0x012000DFD47F9206CDD640A4FDFBAA2EB0EF6E&View=%7BDBBC48FA%2DBEE2%2D4A94%2D8905%2DFBE98B87E342%7D).

4.2 To optimize discussions of documents in online sessions, members of the technical commissions are encouraged to submit comments on documents to [plenary@wmo.int](mailto:plenary@wmo.int) prior to the session, preferably one week before the opening of the session.

**5. Interventions**

5.1 During the online session, principal delegates or their alternates on their behalf shall be provided with the opportunity to take the floor. Individual statements are normally limited to three minutes.

5.2 Any member of the technical commission participating online wishing to take the floor should signal their wish to speak or to raise a point of order using the videoconference system, as indicated through the [INFCOM-2 website](https://meetings.wmo.int/INFCOM-2/English/Forms/AllItems.aspx?RootFolder=%2FINFCOM%2D2%2FEnglish%2F1%2E%20DRAFTS%20FOR%20DISCUSSION&FolderCTID=0x012000DFD47F9206CDD640A4FDFBAA2EB0EF6E&View=%7BDBBC48FA%2DBEE2%2D4A94%2D8905%2DFBE98B87E342%7D).

**6. Recording of sessions**

6.1 Pursuant to [Regulation 95(c)](https://library.wmo.int/doc_num.php?explnum_id=11187#page=68), audio recordings of plenary meetings shall be made and retained for record-keeping purposes.

**7. Decision-making**

7.1 All decisions of the session should be taken by consensus. Should certain matters require substantive debate, the presiding officer may propose the establishment of drafting groups, which will meet separately and report back to the plenary.

**8. Committees**

8.1 All business shall be conducted in plenary except for any committees that may be established, which shall meet separately and may include an online platform if needed, that will be specified. All matters to be discussed by the committees shall be determined by the plenary.

**9. Languages**

9.1 [General Regulation 97](https://library.wmo.int/doc_num.php?explnum_id=11187#page=68) shall continue to apply, whereby interventions made shall be interpreted into the other working languages of the session.

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**Explanatory note on practices in conducting sessions of a Technical Commission with online participation**

| **Procedure** | **Physical session** | **Reference** | **Physical session with online participation** |
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| **Delegates registration and credentials** | (a) Prior to a session of a constituent body other than the Executive Council, each Member concerned shall communicate to the Secretary-General the names of the persons composing its delegation to that body, indicating which of these shall be regarded as its principal delegate;  (b) Besides this communication, a letter giving these particulars and otherwise conforming with the provisions of the Convention and of these Regulations and signed by, or on behalf of, an appropriate governmental authority of the Member shall be sent to the Secretary-General or handed to the representative at the session and shall be regarded as appropriate credentials for the participation of the individuals named therein in the session. For technical commission sessions, the Secretary-General may accept the credentials of persons who are part of the Member’s delegation provided that those credentials have been signed by the Member’s Permanent Representative (in consultation with the Member’s Hydrological Adviser in the case of hydrological experts);  (c) The same procedure shall apply as regards the credentials of observers representing non-Member countries;  (d) The credentials of observers representing international organizations shall be signed by the competent authority of the organization concerned. | [GR 20](https://library.wmo.int/doc_num.php?explnum_id=11187#page=48) | Same |
| **Delegates attendance and identification** | In addition, online registration takes place through the [Event Registration System](https://eventregistration.wmo.int/register/).  One nameplate per Member regardless of the size of the delegation.  The number of participants simultaneously present at the meetings is limited by the capacity of the Salle Obasi. If the meeting room proves to be insufficient to accommodate all TC participants, the Secretariat arranges for video broadcasting in another room. |  | Specific naming convention will be used by the Secretariat to facilitate the participation of INFCOM online participants as follows:  WMO Members: Principal Delegate(s), Alternate(s), and Delegate(s)   Principal Delegate (Principal):  Member name/PD/Surname   Alternate: Member name/Alt/Surname  Delegate: **Member name/Del/Surname**  President, Vice-Presidents of WMO   President of WMO: **P/WMO**   Vice-Presidents of WMO: **1st VP/WMO; 2nd VP/WMO; 3rd VP/WMO**  Presidents and vice-presidents of technical commissions, presidents of regional associations, Regional Hydrological Advisers, Chairs of WMO bodies, and Invited Experts   Presidents of technical commissions: **P/INFCOM, P/SERCOM**   Vice-presidents of technical commissions: **VP/INFCOM, VP/SERCOM**   Presidents of regional associations: **P/RA I** (II, …, VI) for presidents (acting presidents)   Regional Hydrological Advisers: **HA/RA I** (II, …, VI)   Chairs of WMO Bodies: Chair, body acronym: **(C/HCP)**   Invited Experts: **Expert/Surname**  Representatives of International Organizations/ Non-Members   **Organization name/Surname**   **Non-Member name/Surname**  WMO Secretariat   **Secretariat/Surname**  The number of participants simultaneously connected to the session may be limited depending on the capacity of the selected videoconference system. Conference Officer (system administrator) will optimize the number of connections and capacity of the system. |
| **Quorum** | Presence of Members represented on the technical commission with voting rights confirmed through registration and credentials. Quorum of simple majority of TC members is established at the beginning of the session and confirmed at each plenary meeting. | [GR 147 and 148](https://library.wmo.int/doc_num.php?explnum_id=11187#page=83) | Presence shall be confirmed based on both physical presence of members of the Commission with voting rights and credentials, as well as those members with active online connections. A quorum of the simple majority of the members represented on the technical commissions will be established at the beginning of the session and confirmed at each plenary meeting. |
| If a quorum is not obtained at a meeting, the decisions, other than elections, adopted by a simple majority vote of those Members present shall be referred by correspondence to Members represented on a commission. Any such decision shall be considered a decision of the commission only when it has been approved by a simple majority of votes cast for and against within 90 days after it has been sent to the Members. |  | In the absence of a quorum, i.e. due to connectivity problems, the meeting could be:  (i) suspended until connectivity is restored, provided this is within the agreed working hours of the session,  (ii) postponed until the following working day,  (iii) continued with those present to further adopt the decision by correspondence. |
| **Interventions and submission of written comments** | Request the floor by raising the nameplate. |  | Same. Online participants should signal their wish to speak using the videoconference system, as indicated through the [INFCOM-2 website](https://meetings.wmo.int/INFCOM-2/SitePages/Online%20Registration.aspx). |
| Members represented on the technical commissions (principal delegates or their alternates/other members on their behalf) intervene first, followed by observers. Individual statements are normally limited to three minutes. | Same |
| Submit written comments on documents following the intervention to [plenary@wmo.int](mailto:plenary@wmo.int). | In view of the limited time for online sessions and in order to optimize discussions during the meeting, Members are encouraged to submit comments on documents to [plenary@wmo.int](mailto:plenary@wmo.int) prior to the session, preferably one week before the start of the session. |
| **Recording of Sessions** | Audio recordings of plenary meetings shall be made and retained for record-keeping purposes. | [GR 95(c)](https://library.wmo.int/doc_num.php?explnum_id=11187#page=68) | Same |
| **Conduct of business during sessions (i.e. points of order, motions, amendments)** | A point of order may be raised by any delegation or member by means of a specific gesture from the floor. It shall be immediately addressed by the presiding officer in accordance with the Regulations. | [GR 79](https://library.wmo.int/doc_num.php?explnum_id=11187#page=64) | A point of order may be raised by any delegation or member participating online through the chat function, writing "Point of Order". It shall be immediately addressed by the presiding officer in accordance with the Regulations. |
| **Decision-making** | Decisions of technical commission sessions should be determined preferably by consensus. Should certain matters require substantive debate, the presiding officer may propose the establishment of drafting groups, which will meet separately and report back to the plenary. | [Rule 6.14.1 and 6.14.2](https://library.wmo.int/doc_num.php?explnum_id=11202#page=16) | Same. |
| **Languages** | Interventions interpreted into the other working languages of the session. Participants select their desired language from the device at their seat. | [GR 97](https://library.wmo.int/doc_num.php?explnum_id=11187#page=68) | Same. Online participants will be able to select their desired language option from the online menu. |

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