

Forest Carbon Partnership Facility

**Rules of Procedure
For Meetings of the Participants Committee**

Draft for Discussion

October 4, 2008

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I. Definitions

1.01. Capitalized terms hereinafter appearing in these Rules of Procedure, but not otherwise defined, shall have the same meaning as that ascribed to them in the Charter, and the terms set forth below shall have the following meanings:

- (a) "Bureau of the Participants Committee" or "Bureau" means the members referred to in Section VII of the Rules;
- (b) "Chairperson" means the chair for the Participants Committee who is designated in accordance with Section 11.2 (i) of the Charter;
- (c) "Members" means members of the Participants Committee;
- (d) "Meetings" means the meetings of the Participants Committee;
- (e) "Observers" means observers referred to in Section 11.7 (a) and (b) of the Charter, and the entities referred to in Section 8.01 of the Rules; and
- (f) "Rules" or "Rules of Procedure" means rules set out herein for meetings of the Participants Committee.

II. Scope and Application

2.01 The Rules supplement the relevant provisions of the Charter and shall apply to all meetings of the Participants Committee. In the event of any conflict between any provision of these Rules and any provision of the Charter, the provisions of the Charter shall prevail.

III. Dates and Venue of Meetings

3.01 At the first meeting of the Participants Committee, the Chairperson shall propose a schedule of the Meetings to be held before the next Annual Meeting.

3.02 At each meeting of the Participants Committee, the Members shall review the schedule of the Meetings referred to in Section 3.01 and decide on the dates and venue of the next Meeting.

3.03 The Meetings of the Participants Committee shall take place at the seat of the Facility Management Team, unless the Participants Committee decides otherwise or other arrangement is made by the Facility Management Team in consultation with the Members.

IV. Agenda

4.01 The Facility Management Team shall prepare, on the basis of the conclusions of the previous Meeting referred to in Section 10.02 of the Rules and in consultation with the Bureau of the Participants Committee, the provisional agenda for each Meeting of the Participants Committee.

4.02 The provisional agenda together with supporting documents shall be distributed to the Members and the Observers at least fourteen days before the meeting of the Participants Committee.

4.03 The Participants Committee shall adopt the provisional agenda at the beginning of each Meeting.

V. Conduct of Business

5.01 The Chairperson may decide to invite speakers to express their views, starting with the Members, the observers identified in Section 11.7 (a) and (b) of the Charter, and the entities invited to participate in the Meeting as referred to in Section 8.01 of the Rules.

5.02 The Chairperson may limit the time allowed to each speaker and the number of times each speaker may speak on a question.

VI. Meetings through Electronic Means

6.01 The Participants Committee may decide to conduct its Meetings by videoconference, teleconference or other electronic means.

VII. Bureau of the Participants Committee

7.01 Three members of the Participants Committee, including one REDD Country Participant, one Donor Participant, and one Carbon Fund Participant, shall serve as the Bureau of the Participants Committee to liaise with and provide guidance to the Facility Management Team during intersessional periods.

7.02 Members from REDD Country Participants, Donor Participants and Carbon Fund Participants, respectively, shall select their representatives to the Bureau. The term of the Bureau will run from the first day after the end of the Annual Meeting at which the Bureau is selected until the following Annual Meeting.

VIII. Observers

8.01 In addition to the observers identified in Section 11.7 (a) and (b) of the Charter, the Facility Management Team, in consultation with the Bureau of the Participants Committee, may invite any other entity to participate in a meeting of the Participants Committee as an observer. However, for any specific agenda item, the Chairperson may decide to limit participation in the Meeting to the members of the Participants Committee only or to the members of the Participants Committee and the observers identified in Section 11.7(a) and (b) of the Charter.

8.02 Without prejudice to Section 5.01 of the Rules, all Observers may express their views on issues under discussion but shall not vote on any decision by the Participants Committee.

IX. Voting Method

9.01 Any voting referred to 11.4 of the Charter, shall normally be held by written ballot or by show of hands. However, at the discretion of the Chairperson, a secret ballot may be used as the method of voting on the issue in question.

X. Resolution and Meeting Record

10.01 The Participants Committee may adopt its decisions in the form of resolutions.

10.02 At the end of each meeting of the Participants Committee, the Facility Management Team shall prepare a record of the conclusions of the Meeting for approval by the Members.

XI. Language

11.01 The Meetings shall be conducted in English and all documents of the Meetings shall be in English. However, the Facility Management Team may arrange for simultaneous translation from English to other languages.

XII. Amendment

12.01 The Rules may be amended by the Participants Committee at any meeting provided at least fourteen days notice of the proposed amendment has been given to the Members and the observers identified in Section 11.7 (a) and (b) of the Charter.