

RULES OF PROCEDURES OF THE ADVISORY BOARD OF ICMPD

Preamble

The Advisory Board of ICMPD is established and regulated in the Rules for the Establishment and Functioning of the Advisory Board of ICMPD. The rules define the objective of the Advisory Board, its composition, mandate and membership, and furthermore, they stipulate that the Board adopts its rules of procedure. The following rules have been adopted by the Board in accordance with this stipulation. The rules regulate the proceedings of the Board in discharging its mandate.

Art. 1 Legal basis

- (1) In line with the Rules for the Establishment and Functioning of the Advisory Board of ICMPD the Advisory Board shall adopt its own rules of procedures.
- (2) The objective of these Rules of Procedures is to specify the areas as defined in the Rules establishing the Advisory Board of ICMPD (hereinafter 'Advisory Board') and to support the Advisory Board in reaching its objectives.

Art. 2 Objectives of the Advisory Board of ICMPD

- (1) The objectives of the Advisory Board of ICMPD shall be accomplished through:
 - a) regular meetings of the Advisory Board,
 - b) ad hoc advice upon request by the Director General and the management group,
 - c) specific requests addressed to individual Advisory Board members, and
 - d) on their own initiative.

Art. 3 Chair and Vice-Chair

- (1) The Advisory Board members shall select one of its members to be the Chair of the Advisory Board and to propose the nomination to the Director General for approval. The Chair shall be the main liaison between the Advisory Board and the Director General or the appointed delegate.
- (2) The main tasks of the Chair include:
 - a) convening and chairing the meetings of the Advisory Board,
 - b) participating in the preparation of the meeting agenda,
 - c) representing the Advisory Board during the year,
 - d) liaising with the other Advisory Board members,
 - e) inviting ad hoc observers to the Advisory Board meetings,
 - f) ensuring observance of these Rules of Procedures.

These tasks shall be executed in close consultation and coordination with the ICMPD Secretariat.

- (3) The Chair shall be approved within four (4) weeks since the first meeting of the newly established Advisory Board or within eight (8) weeks in case the Advisory Board has no Chair due to situation accrued in point (4), points b) or c).
- (4) A member of the Advisory Board ceases to function as the Chair in the following circumstances:
 - a) upon expiry of the mandate of the Advisory Board member,
 - b) upon giving notice to terminate the appointment to be the member of the Advisory Board,
 - c) upon stepping down from function of the Chair.
- (5) In the absence of the Chair or shall the Chair be in no position to assume one of its functions as specified in point (2), the Chair can delegate ad hoc functions to his replacement, the Vice-Chair.

Art. 4 Meetings of the Advisory Board of ICMPD

- (1) The Advisory Board shall meet at such times as it deems to be appropriate to fulfil its functions, however no less than once a year. The face to face meeting shall be in principle in Vienna, however other meeting locations are not excluded.
- (2) In principle, the meeting of the Advisory Board shall take place only once all members of the Advisory Board are available. Shall this not be possible, a quorum for the Advisory Board to meet is one more than half of appointed Advisory Board members (i.e. majority of all members).
- (3) ICMPD Secretariat shall send a notification of the meeting no later than four (4) weeks prior to the meeting.
- (4) The Chair of the Advisory Board shall convene the Advisory Board meetings.
- (5) Meetings of the Advisory Board are organised and prepared by ICMPD Secretariat in close cooperation with the Chair.
- (6) Programme and agenda of the meeting, documents, reports and supporting documentation shall be forwarded to the Advisory Board members by email at least two (2) weeks prior to each meeting.
- (7) Records of the meeting shall be prepared and circulated to the Advisory Board members within two (2) weeks following the meeting and endorsed under a silent approval procedure within two (2) weeks after the dispatch.

Art.5 Decision-making and voting

- (1) The main objective of the Advisory Board is to provide strategic advice. If decision making and voting should become necessary the Board does so unanimously. If a unanimous decision cannot be reached, the Advisory Board makes the decision by the simple majority. Absent Advisory Board members may submit their vote in writing prior to the meeting.

Art. 6 ICMPD Secretariat

- (1) The Chair of the Advisory Board and its members are supported by a secretariat whose services are ensured by ICMPD staff members (ICMPD Secretariat).
- (2) ICMPD Secretariat shall provide support related to the meetings of the Advisory Board including programme and agenda preparation, minute taking and distribution, preparation and dissemination of relevant documents, making all necessary logistical arrangements (transport, accommodation, processing of expense reimbursement) and any other operational aspects of meetings.
- (3) ICMPD Secretariat shall provide any other support the Advisory Board might require in order to pursue its objectives and tasks.
- (4) The Advisory Board point of contact in ICMPD Secretariat is the Director of Policy, Research and Strategy Directorate.
- (5) All group communication between ICMPD Secretariat and the Advisory Board shall be channelled electronically using the following email address: advisoryboard@icmpd.org.

Art. 7 Relations to the ICMPD Steering Group

- (1) In accordance with the Rules Governing the Functioning and the Activities of the Steering Group of ICMPD, namely its Article 10, point f) an invitation to attend the meetings of the ICMPD Steering Group may be extended to the Chair of the Advisory Board or any of its members.

Art. 8 Code of Conduct

- (1) In carrying out their duties as the Advisory Board members, the members shall perform their duties in a manner to maintain and enhance the confidence and trust in the integrity, objectivity and impartiality of ICMPD.

Art. 9 Confidentiality and Conflict of Interest

- (1) Sensitive information and documents retained by the Advisory Board members and others assisting on their behalf should be appropriately secured to protect the privacy of any personal information and the confidentiality of the business information contained therein.
- (2) Every Advisory Board member undertakes not to use the information against the interests of ICMPD.
- (3) An Advisory Board member shall **identify and** disclose any potential **or actual, perceived or alleged** conflict(s) of interest arising from the membership **in** the Advisory Board. **Disclosure shall be made at the time the conflict first arises, or it is recognised that a conflict might be perceived in writing** to the Chair ~~who will inform~~ and ICMPD Secretariat. **The Advisory Board and the Director General agree how the conflict shall be addressed. The approach adopted shall be documented and copies provided to the relevant parties. One or more of the following strategies shall be applied:**
 - a) not taking part in discussions of certain matters,**
 - b) not taking part in the deliberations or decisions in relation to certain matters,****and/or**

c) standing aside from any involvement in a particular task.

Art. 10 Closing provisions

- (1) These Rules of Procedures shall enter into force on the day of its adoption by the Advisory Board.
- (2) These Rules of Procedures may be amended and supplemented at any time by the Advisory Board upon a proposal submitted by any of its members.