



INTER-AMERICAN BOARD OF AGRICULTURE - IABA

*Fourteenth Regular Meeting
26 - 27 July, 2007*

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***Ratification of the Amendments to the Rules of
Procedure of the Executive Committee and the IABA
(Resolution IICA/CE/Res.455(XXVI-O/07))***

La Antigua Guatemala, Guatemala

RESOLUTION No.455

**AMENDMENTS TO ARTICLES 73, 96 AND 97 OF THE RULES OF PROCEDURE
OF THE EXECUTIVE COMMITTEE AND ARTICLES 65, 87 AND 88
OF THE RULES OF PROCEDURE OF THE INTER-AMERICAN
BOARD OF AGRICULTURE (IABA)**

The EXECUTIVE COMMITTEE, at its Twenty-sixth Regular Meeting,

HAVING SEEN:

Document IICA/CE/Doc.492(06) "Proposed Amendments to Articles 73, 96 and 97 of the Rules of Procedure of the Executive Committee and Articles 65, 87 and 88 of the Rules of Procedure of the IABA," concerning the minutes of the meetings of the Institute's governing bodies,

CONSIDERING:

That the General Directorate of the Institute has invested effort and made strides in modernizing support services involved in preparing for and holding the meetings of the Executive Committee and the Inter-American Board of Agriculture (IABA);

That the adoption of new information and communication technologies has been crucial in this modernization process and has made it possible to introduce major improvements in the procedures for sending documents in electronic format rather than as printed copies, and to expedite the process for responding to enquiries, registering on line and making changes in documents;

That the procedures established in the rules of the Institute regarding working documents and the preparation of minutes and the final reports of meetings must be reviewed and updated to reflect the improvements made in such procedures;

That at its regular meeting held on July 26-27, 2006, the Special Advisory Commission on Management Issues (SACMI) recommended that the Director General submit such adjustments to the consideration of the Executive Committee at its Twenty-sixth Regular Meeting,

RESOLVES:

1. To amend Articles 73, 96 and 97 of the Rules of Procedures of the Executive Committee, adopting the following texts:

Article 73. The working documents, informational documents and visual aids for presentations for meetings of the Committee shall be prepared in Spanish and English. Draft resolutions, recommendations, agreements and other documents shall be distributed in the official languages of the Member States sitting on the Committee. Only in exceptional cases may they be distributed in only one of the languages of the meeting. The Final Report of the Committee shall be prepared in the four official languages.

Article 96. The Technical Secretary shall record each session and prepare the draft summary minutes based on the respective recordings. The summary minutes shall include only the main items discussed, as well as the resolutions and other decisions adopted. After the meeting, the Technical Secretary shall review in detail the contents of the summary minutes, based on the recordings and the observations received in due course from the members of the Committee. The Technical Secretary shall deliver to the representatives of the Member States of the Institute a compact disc with the recordings in standard digital format.

Article 97. The Final Report shall contain all the resolutions, recommendations and agreements adopted by the Committee, the summary minutes, speeches and annexes. Prior to its publication, the document shall be edited and translated into the other official languages of the Institute. The Technical Secretariat shall ensure that the text of the Final Report is stylistically correct, is consistent in the four official languages of the Institute and is delivered to the Member States of the Institute. The Chairperson of the Committee and the *ex-officio* Secretary shall sign the approved Final Report.

2. To amend Articles 65, 87 and 88 of the Rules of Procedures of the IABA, adopting the following texts:

Article 65. The working documents, informational documents and visual aids for presentations for meetings of the Board shall be prepared in Spanish and English. Draft resolutions, recommendations, agreements and other documents shall be distributed in the four official languages. Only in exceptional cases may they be distributed in only one of those languages. The Final Report of the IABA shall be prepared in the four official languages.

Article 87. The Technical Secretary, designated by the Director General, shall record each session and shall deliver to the representatives of the Member States the recordings in standard digital format. The summary minutes of the

plenary sessions and the sessions of the committees shall be prepared by the Director General in his capacity as *ex-officio* Secretary of the Board, or by the Technical Secretary, and shall include the main items discussed in each session, for incorporation into the Final Report of the meeting.

Article 88. The Final Report shall contain all the resolutions, recommendations and agreements adopted by the Board, the summary minutes, the speeches and annexes. Prior to its publication, the document shall be edited and translated into the other official languages of the Institute. The Technical Secretariat shall ensure that the text of the Final Report is stylistically correct, is consistent in the four official languages of the Institute, and is delivered to the Member States of the Institute. The Chairperson of the Board and the *ex-officio* Secretary shall sign the approved Final Report.