

# THE AGREEMENT ON THE ESTABLISHMENT ON THE REGIONAL SECRETARIAT OF THE CORAL TRIANGLE INITIATIVE ON CORAL REEFS, FISHERIES AND FOOD SECURITY (CTI-CFF)

(RULES OF PROCEDURE)



## Coral Triangle Initiative

**THE AGREEMENT  
ON THE ESTABLISHMENT OF  
THE REGIONAL SECRETARIAT OF  
THE CORAL TRIANGLE INITIATIVE  
ON CORAL REEFS, FISHERIES AND  
FOOD SECURITY**

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The Regional Secretariat of The Coral Triangle Initiative  
on Coral Reefs, Fisheries and Food Security (CTI-CFF)**

**CTI-CFF Rules of Procedure**

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# FOREWORD

CTI-CFF is a multilateral partnership of six countries (hereinafter referred as CT6 countries), comprising of Indonesia, Malaysia, Papua New Guinea, the Philippines, the Solomon Islands and Timor-Leste. As part of building a strong organization entity, the Regional Secretariat (RS) of Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) has the honour to publish “The Handbook of the Agreement on the Establishment of the Regional Secretariat of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security” as the main reference to CTI-CFF’s rules and procedure. *The Agreement* along with the associated documents namely *i) Rules of Procedure*, *ii) Staff Regulations* and *iii) Financial Regulations* **was adopted by the 3rd CTI-CFF Ministerial Meeting held on 28 October 2011 in Jakarta, Indonesia.**



The CTI-CFF was officially launched on 15 May 2009 during the Summit of Heads of States of CT6 as stated in the “CTI Leader’s Declaration” with a view of working together to sustain extraordinary marine and coastal resources including coral reefs, seagrasses, mangrove ecosystems, and their fishes in the coral triangle area by addressing crucial issues such as food security, climate change and marine biodiversity.

In order to achieve the substantive goals of, CTI-CFF is directed by a 10-year term of Regional Plan of Action (RPOA) that includes five major goals, guiding principles, and commitment to action of all committed countries and development partners.

This handbook is mandated to be published by the Regional Secretariat based on a decision at the 11<sup>th</sup> Senior Officials’ Meeting (SOM-11) of the CTI-CFF, held in Manado, 2015. It contains four essential and operational “code of conduct” documents of the CTI-CFF Regional Secretariat, including: (1) The Agreement on the Establishment of the Regional Secretariat of the CTI-CFF; (2) Rules of Procedure; (3) Staff Regulations; and (4) Financial Regulations.

As this Initiative grows, the CTI-CFF Regional Secretariat will face more challenges in the future, particularly in delivering SOM-related tasks to achieve the RPOA goals. For that reason, it is my sincerest will as the first Executive Director of the CTI-CFF Regional Secretariat that this handbook can provide better guidance to all staffs, CTI-CFF member countries and associated partners on the function of Regional Secretariat.

## **Widi Agoes Pratikto**

Executive Director

CTI-CFF Regional Secretariat

# TABLE OF CONTENTS

<b>Foreword</b> .....	3
<b>Table of Contents</b> .....	4
<b>The Agreement On The Establishment Of The Regional Secretariat Of The Coral Triangle Initiative On Coral Reefs, Fisheries And Food Security</b> .....	7
Definitions and Interpretation .....	8
Establishment and Location   Legal Personality of the Secretariat .....	10
Staff of the Secretariat   Functions of the Secretariat .....	11
Executive Director   Deputy Executive Directors   Professional Staff and Support Staff .....	12
Funds of the Secretariat   Budget of the Secretariat .....	13
Annual External Audit   Privileges and Immunities   Exemption from Taxation and Custom Duties of the Secretariat   Working Language   Dispute Settlement .....	14
Amendments   Entry into Force   Depository .....	15
<b>Rules Of Procedure</b> .....	19
CTI Council of Ministers.....	20
CTI Committee of Senior Officials .....	22
Other Bodies   Decision Making .....	23
Chair and Vice-Chair of the CTI COM .....	24
Chair and Vice-Chair of the CTI CSO .....	25
Agenda .....	26
Conduct of Business   Quorum .....	27
Speeches   Statements by the Secretariat   Points of Order   Procedural Motions .....	28
Observers .....	29
CTI Partners .....	30
New CTI-CFF Party .....	31
Language   Place of Meetings   Amendment   Additional Provisions and Amendments   Special Provision .....	32





# CORAL TRIANGLE INITIATIVE

ON CORAL REEFS, FISHERIES  
AND FOOD SECURITY



**CORAL TRIANGLE  
INITIATIVE**  
ON CORAL REEFS, FISHERIES  
AND FOOD SECURITY



**THE CORAL TRIANGLE INITIATIVE  
ON CORAL REEFS, FISHERIES AND  
FOOD SECURITY (CTI-CFF)**

**THE AGREEMENT ON  
THE ESTABLISHMENT OF  
THE REGIONAL SECRETARIAT  
OF THE CORAL TRIANGLE  
INITIATIVE ON CORAL  
REEFS, FISHERIES AND FOOD  
SECURITY**



# THE AGREEMENT ON THE ESTABLISHMENT OF THE REGIONAL SECRETARIAT OF THE CORAL TRIANGLE INITIATIVE ON CORAL REEFS, FISHERIES AND FOOD SECURITY

The Governments of the Republic of Indonesia, Malaysia, the Independent State of Papua New Guinea, the Republic of the Philippines, Solomon Islands and the Democratic Republic of Timor Leste; hereinafter referred to collectively as “**the CTI6**”

**Acknowledging** the vast marine, coastal and small islands ecosystems and the unique biodiversity of the Coral Triangle region of the Indo Pacific, which provide invaluable livelihood and food security benefits for our people;

**Recalling** the Coral Triangle Initiative Leader’s Declaration on Coral Reefs, Fisheries and Food Security, signed on 15 May 2009 in Manado, Indonesia, which, inter alia, emphasized the need to establish a Secretariat to service the ongoing Coral Triangle Initiative on Coral Reef, Fisheries and Food Security (CTI-CFF) implementation process;

**Desiring** to establish a regional secretariat for CTI-CFF to provide for greater efficiency in the coordination process for the implementation of CTI-CFF at the regional level;

**Have agreed as follows:**

## Article 1 Definitions and Interpretation

1. For the purposes of this Agreement:

“Parties” mean those States who have deposited instruments of acceptance or approval or ratification with the Depository;

“CTI Partners” means any State, inter-governmental organization or non-governmental organization, including a private sector entity, who:

- a. Had been invited to be a CTI Partner at the initiation of the CTI-CFF; or
- b. Meets the criteria and goes through the established process to become a CTI Partner in the Rules of Procedure;

“CTI Council of Ministers” (CTI COM) means the principal decision-making body of the CTI-CFF comprised of Ministers of the Parties having responsibility for CTI-CFF matters. The CTI COM has powers as set out in the Rules of Procedure;

“Committee of Senior Officials” (CTI CSO) means the body of senior officials of the Parties with functions and powers to provide recommendations to CTI COM for decision and ensure implementation of these decisions through the CTI Regional Secretariat and Technical Working Groups as prescribed in the Rules of Procedure;

“Professional Staff” means those staff whose primary responsibilities require the exercise of judgment and discretion in policy related matters and are appointed in accordance with Articles 8 (2) and 8 (3) of this Agreement;

“Support Staff” means those staff who perform administrative and technical functions within the Secretariat and are appointed in accordance with Article 8 (2) and 8 (4) of this Agreement;

“Regional Plan of Action” (RPOA) means a plan based on the Regional Plan of Action adopted by the CTI COM outlining the policy objectives and goals for the Parties;

“National Coordination Committee” (NCC) means a body set up by a party to facilitate the coordination of measures within the party towards the implementation of projects undertaken under the CTI-CFF;

“Rules of Procedure” means the Rules of Procedure governing the CTI COM and the CTI CSO and as amended or supplemented by the CTI COM from time to time;

“Staff Regulations” means the regulations establishing the basic principles of employment, regulating the work relations and establishing the rights and responsibilities of the staff who render their services in, and receive remuneration from, the Regional Secretariat and setting out the broad principles of personnel policy as amended or supplemented from time to time by the CTI COM pursuant to the Staff Regulations and the Rules of Procedure; and

“Financial Regulations” means the regulations adopted by the consensus decision of the Parties in the CTI COM to govern the financial administration of the Regional Secretariat as amended or supplemented by the CTI COM from time to time pursuant to the Rules of Procedure.

2. In this Agreement, unless the context otherwise requires:
  - a. Reference to the singular shall include the plural and vice versa;
  - b. Reference herein to any Article shall refer respectively to the relevant Article of this Agreement;

- c. Reference herein to the Rules of Procedure, Financial Regulations and Staff Regulations shall refer respectively to the relevant provisions of the Rules of Procedure, Financial Regulations and Staff Regulations; and
- d. The Rules of Procedure, Financial Regulations and Staff Regulations shall be governed by this Agreement and shall be interpreted in a manner consistent with this Agreement.

## **Article 2 Establishment and Location**

1. The Parties establish, subject to the terms of this Agreement, a Regional Secretariat for the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security which shall be called the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security Regional Secretariat, hereinafter referred to as “the Secretariat.”
2. The Secretariat shall have its seat in the Republic of Indonesia, hereinafter referred to as “the Host Country.”

## **Article 3 Legal Personality of the Secretariat**

1. Subject to clause (2) and (3), the Secretariat has legal personality within the scope of its functions and as authorized by the Parties, may do or carry out any or all of the following:
  - a. Enter into agreements;
  - b. Conclude contracts;
  - c. Acquire and dispose of movable and immovable property in the territory of the Parties in accordance with the laws and regulations of the Parties; and
  - d. Institute and be a party to legal proceedings.
2. The Secretariat shall not enter into any agreement under clause (1) (a) that may impose obligations on the Parties without the prior agreement of the CTI-COM.
3. The Secretariat shall not enter into a contract under clause (1) (b) or acquire and dispose of movable and immovable property under clause (1) (c) except in accordance with the Financial Regulations.

## **Article 4 Staff of the Secretariat**

1. The staff of the Secretariat shall comprise of the Executive Director and two Deputy Executive Directors.
2. The staff of the Secretariat may also include Professional Staff and Support Staff as may be required to fulfill the functions of the Secretariat.

## **Article 5 Functions of the Secretariat**

The Secretariat functions shall include the following:

- a. Coordinate and support official meetings and events linked to the CTI-CFF process, including cross-cutting services in support of monitoring and evaluation, financial coordination, information management and outreach;
- b. Coordinate the implementation of CTI-CFF RPOA and provide support to, and coordination with, NCCs, including advising the CTI CSO on emerging opportunities and priorities related to reaching the goals and targets of the RPOA;
- c. Develop regional plans, programs and project activities in relation to CTI-CFF for consideration of the CTI COM in accordance with the approved policy guidelines set through the CTI CSO;
- d. Act as the channel of communication and share information and foster networking among the Parties, CTI Partners and other organizations and donors in the efforts to promote the objectives of the CTI-CFF;
- e. Facilitate technical assistance, including recruiting and sourcing experts to support the Parties, in line with appropriate needs assessment procedures;
- f. Assist the Parties in financing agreed projects and activities through support from CTI Partners and financial institutions; and
- g. Perform such other duties and functions as may be assigned to it by the CTI COM or the CSO.

## **Article 6 Executive Director**

1. The Executive Director shall be the chief administrative officer of the Secretariat and shall act in that capacity at all times.
2. The Executive Director shall be appointed through a merit based process as outlined in the Staff Regulations for a term of four (4) years and may be re-appointed by the CTI COM for one term.
3. The recruitment policy, duties, and the terms and conditions of service of the Executive Director shall be as prescribed in the Staff Regulations.
4. The Executive Director shall be a national of a Party.

## **Article 7 Deputy Executive Directors**

1. Two Deputy Executive Directors shall be appointed through a merit based process as outlined in the Staff Regulations for a term of four (4) years and may be reappointed by the CTI COM for one term.
2. Each of the Deputy Executive Directors shall lead the following areas of work respectively:
  - a. Corporate Services, and
  - b. Program Services.
3. The recruitment policy, duties, and the terms and conditions of service of the Deputy Executive Directors shall be as prescribed in the Staff Regulations
4. The Deputy Executive Directors shall be nationals of a Party.

## **Article 8 Professional Staff and Support Staff**

1. The Professional Staff and Support Staff of the Secretariat shall consist of such qualified personnel as may be required to fulfill the functions of the Secretariat.
2. The recruitment policy, duties, and the terms and conditions of service of the

Professional Staff and Support Staff shall be as prescribed in the Staff Regulations.

3. Wherever possible, Professional Staff shall be nationals of Parties. Nationals of other States will only be appointed where there are no suitable candidates from Parties.
4. Support Staff shall be nationals of a Party.

## **Article 9 Funds of the Secretariat**

1. The funds of the Secretariat shall include:
  - a. Contributions by the Parties in accordance with Schedule 1 of the Financial Regulations;
  - b. Voluntary contributions; and
  - c. Any other funds to which the Secretariat may become entitled or may receive, including income from investments.
2. The CTI COM shall adopt and amend as required, by consensus, Financial Regulations for the administration of the Secretariat and for the exercise of its functions.

## **Article 10 Budget of the Secretariat**

1. The Executive Director shall draft the proposed Budget of the Secretariat in accordance with the Financial Regulations for adoption by the CTI COM. The proposed Budget shall indicate which of the administrative expenses of the Secretariat are to be financed from the Assessed Contributions referred to in Schedule 1 of the Financial Regulations, and which such expenses are to be financed from any trust or special funds received.
2. The budget of the Secretariat shall be adopted by the CTI COM by consensus. If the CTI COM is unable to adopt a decision on the Budget, the level of contribution to the administrative Budget of the Secretariat shall be determined in accordance with the Budget for the preceding year for the purpose of meeting the administrative expenses of the Secretariat for the following year until such time as a new Budget can be adopted by consensus.
3. The formulae for the distribution of the Budget among the Parties shall be prescribed in the Financial Regulations.

## **Article 11 Annual External Audit**

The records, books and accounts of the Secretariat, including annual financial statements, shall be audited annually by an independent auditor appointed by the CTI CSO, subject to conditions made by the CTI COM, in accordance with the Financial Regulations.

## **Article 12 Privileges and Immunities**

The Host Country shall grant the Secretariat and its premises, the Executive Director and the Deputy Executive Directors who do not have nationality of the Host Country, such privileges and immunities as may be necessary for the exercise of their official duties and functions. The specific details of such privileges and immunities shall be defined in the CTI-CFF Host Country Agreement between the Secretariat and the Host Country.

## **Article 13 Exemption from Taxation and Custom Duties of the Secretariat**

The Host Country shall grant the Professional Staff and Support Staff of the Secretariat who do not have the nationality of the Host Country, exemption from taxes and custom duties in accordance with the laws, rules and regulations of the Host Country. The specific details of such exemption shall be defined in the CTI-CFF Host Country Agreement between the Secretariat and the Host Country.

## **Article 14 Working Language**

The working language of CTI-CFF shall be English.

## **Article 15 Dispute Settlement**

Any difference or dispute between the Parties relating to the interpretation and/or application and/or implementation of any of the provisions of this Agreement shall be settled amicably through mutual consultation and/or negotiation among the Parties at the CTI COM level without reference to any third party or international tribunal.

## **Article 16 Amendments**

1. Any Party may request in writing a revision, modification or amendment of all or any part of this Agreement.
2. Any revision, modification or amendment agreed to by the Parties shall be reduced into writing and shall form part of this Agreement.
3. Such revision, modification or amendment shall come into force on such date as may be determined by the Parties.
4. Any revision, modification or amendment shall not prejudice the rights and obligations arising from or based on this Agreement before or up to the date of such revision, modification or amendment.

## **Article 17 Entry into Force**

1. This Agreement shall be subject to signature.
2. This Agreement shall enter into force on the thirtieth day following the date of deposit with the Depository of instruments of acceptance or approval or ratification by at least four (4) members of the CT6.

## **Article 18 Depository**

The Government of the Republic of Indonesia shall be the Depository of this Agreement and any amendments or revisions thereto. The Depository shall register this Agreement with the Secretary General of the United Nations in accordance with Article 102 of the Charter of the United Nations.

IN WITNESS WHEREOF, the undersigned Plenipotentiaries, being duly authorized thereto, have signed this Agreement.

DONE in Jakarta, Indonesia this twenty-eighth day of October two thousand and eleven in a single original.



For the Government of the Republic of Indonesia



**Sharif C. Sutardjo**

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For the Government of Malaysia



**Datuk Seri Panglima Dr. Maximus Johnity Ongkili, J.P.**

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For the Independent State of Papua New Guinea



**Hon. John Pundari, MP**

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For the Government of the Republic of the Philippines



**Ramon Jesus P. Paje**

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For the Government of Solomon Islands



**Hon. Bradley Tovosia**

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For the Government of the Democratic Republic of Timor-Leste



**Mariano ASSANAMI Sabino Lopes**





# CORAL TRIANGLE INITIATIVE

ON CORAL REEFS, FISHERIES  
AND FOOD SECURITY



**CORAL TRIANGLE  
INITIATIVE**  
ON CORAL REEFS, FISHERIES  
AND FOOD SECURITY



**THE CORAL TRIANGLE INITIATIVE  
ON CORAL REEFS, FISHERIES AND  
FOOD SECURITY (CTI-CFF)**

**RULES OF  
PROCEDURE**

## **Rule 1**

### **CTI Council of Ministers**

1. The CTI Council of Ministers (CTI COM) at the Ministerial Meeting shall be the principal decision-making body of the CTI-CFF.
2. Each Party to the Agreement on the Establishment of the Regional Secretariat of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF Party) shall be represented by the Ministers responsible for CTI-CFF matters in that Party. In the event the Minister responsible for CTI-CFF matters in a CTI-CFF Party is unavailable to attend the Ministerial Meeting or part of the Ministerial Meeting, an alternative authorized representative may substitute and shall be identified with a letter of credentials. Such an alternative authorized representative shall be either another duly authorized Minister from the CTI-CFF Party or the Minister responsible for CTI-CFF matter's immediate subordinate.
3. Observers referred to in Rule 19 shall be represented by designated representatives and by such alternate representatives and advisers as may be required.
4. Each CTI-CFF Party and any State observer referred to in Rule 19, shall notify the Secretariat as far as possible in advance of any meeting of the name of its representatives and before or at the beginning of any meeting of the names of its alternate representatives and advisers in appropriate letter of credentials.
5. Each non-State observer referred to in Rule 19, shall notify the Secretariat as far as possible in advance of any meeting of the name of its representatives and before or at the beginning of any meeting of the names of its alternate representatives and advisers in appropriate letter of credentials or letter of notification.
6. Each CTI-CFF Party shall, as soon as possible after the adoption of these rules, notify the Secretariat of one or more Official Contacts who shall, for the purposes of official communications between the Secretariat and the CTI-CFF Party concerned, including all notifications and communications made pursuant to these rules, be the official point of contact.

## **Rule 2**

1. The powers and functions of the CTI COM shall include:
  - a. Maintain the vision of the CTI-CFF and promote regional priorities in each country, regionally and at international forums, including by inviting partner State Ministers to observe the CTI-CFF Ministerial Meeting;

- b. At its discretion, consider, approve or disapprove the decision by CTI CSO on proposals, recommendations, plans, programs, projects and activities of the Secretariat;
  - c. Setting of criteria for considering and accepting CTI Partner membership to the CTI-CFF;
  - d. Appointment of the Executive Director and Deputy Executive Directors for the Secretariat;
  - e. Giving directions to the Executive Director on the discharge of the Executive Director's powers and functions;
  - f. Giving directions to the CTI CSO on the discharge of their powers and functions, including policy direction;
  - g. Conferring additional powers and functions on the Executive Director as required;
  - h. Approving financial estimates of income and expenditure of the Secretariat;
  - i. Approving rules, regulations, procedures, and meeting scheduling for the effective functioning of the Secretariat;
  - j. At the request of a CTI-CFF Party, arranging for the inspection and audit of the Secretariat's books and accounts; and
  - k. Monitor and evaluate the progress towards achieving the goals and targets of the Regional Plan of Action through consideration and adoption of the annual report of the Secretariat.
2. The CTI COM shall exercise its powers and functions for the benefit of the people of the CTI-CFF Parties, having regard to all the activities of the Secretariat.

### **Rule 3**

- 1. The CTI COM shall meet every 2 years, or at such other intervals as may be resolved by the meeting.
- 2. In extraordinary circumstances, the CTI COM may, if it so chooses, permit CTI-CFF Party to participate in a particular meeting, or all meetings, by telephone, closed-circuit television or any other means of electronic communication, and a member who so participates is to be regarded as being present at the meeting. A meeting may be held solely by means of electronic communication.

## **Rule 4 CTI Committee of Senior Officials**

The function of the CTI Committee of Senior Officials (CTI CSO) will be to make such decisions and give such directions to the Executive Director as will ensure, especially in the interval between Ministerial Meetings, that the business of the CTI-CFF is carried out efficiently and in accordance with the decisions of the CTI COM. This may include the provision of recommendations to the Executive Director on the implementation of decisions of Ministerial Meetings through the Secretariat or through special Technical Working Groups or other bodies established under Rule 8.

## **Rule 5**

The CTI CSO has all the powers vested in the CTI COM with the exception of the appointment of the Chair and Vice-Chair of the CTI CSO, but any decisions taken only subsist until the next Ministerial Meeting, and only continue to have effect if confirmed at the next Ministerial Meeting.

## **Rule 6**

1. The CTI CSO shall consist of Senior Officials of each of the CTI-CFF Parties.
2. Each CTI-CFF Party will be entitled to nominate one representative to the CTI CSO and such alternate representatives and advisers as may be required by the delegation.

## **Rule 7**

1. The CTI CSO shall meet annually in the Senior Officials Meeting, or as requested by the CTI COM, or at such other intervals as may be resolved by CTI CSO.
2. The Chair of the CTI CSO may convene the CTI CSO in plenary or inter-sessionally if in the Chair's view such a meeting is necessary.
3. In extraordinary circumstances, the CTI CSO may, if it so chooses, permit Members to participate in a particular meeting, or all meetings, by telephone, closed-circuit television, or any other means of electronic communication, and a Member who so participates is to be regarded as being present at the meeting. A meeting may be held solely by means of electronic communication.

## **Rule 8 Other Bodies**

1. The CTI COM or the CTI CSO may each create such subsidiary bodies as they think are necessary for efficient governance of the CTI-CFF.
2. Such subsidiary bodies may include special Technical Working Groups, which may meet to provide advice to the Secretariat. The CTI COM or the CTI CSO as appropriate shall specify the membership of subsidiary bodies.
3. These Rules of Procedure will be applied, *mutatis mutandis*, to the meetings of such subsidiary bodies.

## **Rule 9 Decision Making**

1. As a general rule, decision-making in both the CTI COM and the CTI CSO shall be by consensus. For the purposes of these rules, "consensus" means that every CTI-CFF Party will be asked for their opinion and given the fair chance to make a formal objection at the time the decision is taken.
2. Decisions of the CTI COM on matters of substance shall be taken by consensus. The question of whether a matter is one of substance shall be treated as a matter of substance.
3. Decisions other than those of substance shall be taken by the majority of the CTI-CFF Parties present and voting.
4. Decisions on matters arising under these Rules of Procedure, the Financial Regulations, the Staff Regulations and with respect to any financial contributions shall be taken by consensus.
5. Each CTI-CFF Party shall have one (1) vote in the CTI COM and one (1) vote in the CTI CSO.
6. The CTI COM shall vote by show of hands, but any CTI-CFF Party may request a secret ballot vote.
7. Where a CTI-CFF Party is represented by more than one Minister at the CTI COM, that Party shall be entitled to only one vote.



## **Rule 10**

### **Chair and Vice-Chair of the CTI COM**

1. At its first meeting, the CTI COM shall elect a Chair from among its CTI-CFF Parties. The chairmanship of the CTI COM shall rotate, in alphabetical order based on the name of the CTI- CFF Party, in a predetermined schedule, as a means of sharing leadership responsibilities amongst the countries. Except at the first meeting, the Chair shall assume office at the conclusion of the meeting at which they are elected. The CTI-CFF Party whose name next follows alphabetically from the CTI-CFF Party of the current Chair will nominate a candidate for election as Chair, at the meeting immediately prior to the conclusion of the term of office of the current Chair.
  
2. At its first meeting, the CTI COM shall elect a Vice-Chair from among its CTI-CFF Parties. The vice-chairmanship of the CTI COM shall rotate, in alphabetical order based on the name of the CTI-CFF Party, in a predetermined schedule, as a means of sharing leadership responsibilities amongst the countries. Except at the first meeting, the Vice-Chair shall assume office at the conclusion of the meeting at which they are elected. The CTI-CFF Party whose name next follows alphabetically from the CTI-CFF Party of the current Vice-Chair will nominate a candidate for election as Vice-Chair, at the meeting immediately prior to the conclusion of the term of office of the current Vice-Chair.
  
3. The powers and duties of the Chair of the CTI COM shall be:
  - a. To declare the opening and closing of each meeting;
  - b. To preside at meetings;
  - c. To rule on points of order, subject to the right of any representative to request that any ruling of the Chair shall be submitted to the meeting for decision by vote;
  - d. To call for and announce the results of votes, or to determine if there is consensus;
  - e. To determine after consultation with the Executive Director, the draft provisional agenda and the provisional agenda for each annual and special meeting;
  - f. To sign a report of the proceedings of each meeting; and
  - g. Act on behalf of the CTI COM in any other matter which is the responsibility of the CTI COM.

4. Whenever the Chair of the CTI COM is unable to act, the Vice-Chair shall exercise the powers and duties prescribed for the Chair.
5. If the office of the Chair is vacated, the CTI-CFF Party of the outgoing Chair will nominate a candidate to act in the office of Chair for the balance of the outgoing Chair's two year term.
6. The Chair, or Vice-Chair when acting as Chair, shall not vote and another representative of her or his delegation shall exercise this function.

### **Rule 11** **Chair and Vice-Chair of the CTI CSO**

1. The Chair of the CSO shall rotate in time and by CTI-CFF Party, parallel to the CTI COM. The Vice Chair will be parallel with Rule 10 (2). They shall take office upon their appointment for the same term as the CTI COM Chair.
2. The rotation of the Chair of the CTI CSO referred to in paragraph (1) above shall be based on the names of the CTI-CFF Parties in alphabetical order. As such, the CTI-CFF Party whose name next follows alphabetically from the CTI-CFF Party of the current Chair will nominate a candidate for election as Chair, at the meeting immediately prior to the conclusion of the term of office of the current Chair. The initial Chair of the CTI CSO will be nominated by the CTI-CFF Party of the initial Chair of the CTI COM.
3. The powers and duties of the Chair of the CTI CSO shall be:
  - a. To declare the opening and closing of each meeting;
  - b. To preside at meetings;
  - c. To rule on points of order, subject to the right of any representative to request that any ruling of the Chair shall be submitted to the CTI CSO for decision by vote;
  - d. To call for and announce the results of votes;
  - e. To determine after consultation with the Executive Director, the draft provisional agenda and the provisional agenda for each meeting;
  - f. To sign a report of the proceedings of each meeting for transmission to the CTI COM; and

- g. Act on behalf of the CTI CSO in any other matter which is the responsibility of the CTI CSO.
4. Whenever the Chair is unable to act, the Vice-Chair shall exercise the powers and duties prescribed for the Chair.
5. If the office of the Chair is vacated, the Vice-Chair shall become Chair for the balance of the term.
6. The Chair, or Vice-Chair when acting as Chair, shall not vote and another representative of her or his delegation shall exercise this function.

## **Rule 12 Agenda**

1. The provisional agenda for a Ministerial Meeting shall be drawn up by the Executive Director, in consultation with the Chair of the CTI COM.
2. The provisional agenda of a Ministerial Meeting shall include:
  - a. The annual report of the Executive Director on the work of the Secretariat;
  - b. Items the inclusion of which has been requested by the Ministerial Meeting at a previous session;
  - c. Items proposed by any CTI-CFF Party at least thirty (30) days prior to the Ministerial Meeting;
  - d. Items pertaining to the budget for the next financial year or years covering the period up to the next Ministerial Meeting, the report on the accounts for the last financial year or years since the last Ministerial Meeting, and the auditors' report or reports since the last Ministerial Meeting;
  - e. The report of the CTI CSO and any recommendations of the CTI CSO for confirmation and approval by the CTI COM;
  - f. Requests for the inclusion of observers under Rule 19;
  - g. Requests for the admission of new Parties to the CTI-CFF pursuant to Rule 21; and
  - h. Items which the Executive Director deems it necessary to put before the CTI COM.

3. A provisional agenda for the CTI CSO shall be drawn up by the Executive Director, in consultation with the Chair of the CTI CSO.
4. The provisional agenda of a CTI CSO shall include:
  - a. The annual report of the Executive Director on the work of the Secretariat;
  - b. Items the inclusion of which has been requested by the CTI CSO at a previous session;
  - c. Items proposed by any CTI-CFF Party at least thirty days prior to the CTI CSO Meeting;
  - d. Items pertaining to the budget for the next financial year, the report on the accounts for the last financial year and the auditors' report;
  - e. Matters requiring consideration during the inter-sessional period between Ministerial Meetings for the efficient and effective operation of the Secretariat for confirmation and approval;
  - f. Requests for the inclusion of observers under Rule 19;
  - g. Proposals from CTI Partners as endorsed by the Secretariat; and
  - h. Items which the Executive Director deems it necessary to put before the CTI CSO.

### **Rule 13 Conduct of Business**

1. Sessions of the Ministerial Meeting may be held in public, if the CTI COM so decides on the basis of consensus.
2. Sessions of the CTI CSO Meeting may be held in public, if the CTI CSO so decides on the basis of consensus.

### **Rule 14 Quorum**

The Chair may declare a CTI COM or CTI CSO Meeting open and permit the discussion and substantial work of the meetings to proceed when at least two-third of the Parties' representatives are present.

## **Rule 15 Speeches**

No representative may address the CTI COM or CTI CSO Meeting without having previously obtained the permission of the Chair. The Chair shall call upon speakers in the order in which they signify their desire to speak, except that the Executive Director may be accorded precedence for the purpose of explaining the work of the Secretariat. The Chair may call a speaker to order if the speaker's remarks are not relevant to the subject under discussion.

## **Rule 16 Statements by the Secretariat**

The Executive Director, or a member of the Secretariat designated by the Executive Director as the Executive Director's representative, may, at any time with the permission of the Chair, make either oral or written statements to the CTI COM or CTI CSO Meeting concerning any question under consideration by those meetings.

## **Rule 17 Points of Order**

During the discussion of any matter, a member of the CTI COM or CTI CSO may rise to a point of order, and the point of order shall be immediately decided by the Chair in accordance with these Rules of Procedure. A member of the CTI COM or CTI CSO may appeal against the ruling of the Chair. In such a case, the appeal shall be immediately put to the vote, and the Chair's ruling shall stand unless overruled by a majority of the members of the CTI COM or CTI CSO present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

## **Rule 18 Procedural Motions**

1. Subject to Rule 17, a representative of the CTI COM or CTI CSO may at any time make any of the following procedural motions. Such motions shall have precedence in the following order over all other proposals or motions before the meeting:
  - a. To suspend the meeting;
  - b. To adjourn the meeting;

- c. To adjourn the debate on the item under discussion;
  - d. To close the debate on the item under discussion.
2. Any motion calling for a decision on the competence of the CTI COM or the CTI CSO to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

## **Rule 19** **Observers**

1. The following may attend the CTI COM and the CTI CSO Meetings as observers:
  - a. States, non-governmental organizations, international organizations, private sector, and economic entities who are CTI Partners as defined in Rule 20.
2. Upon the invitation of the CTI COM, the following may participate as observers in the Ministerial Meeting and the Senior Officials Meeting:
  - a. States other than CTI Partners who are not Parties;
  - b. States who are applying to become Parties;
  - c. The United Nations or any of its agencies;
  - d. Inter-governmental organizations, including regional organizations; and
  - e. Non-governmental organizations, the private sector, and other economic entities concerned with matters relevant to the activities of the CTI-CFF.
3. Observers referred to in paragraph 1 (a) and paragraph 2 (a), (b), (c), (d) and (e) of this rule may participate subject to the provisions of these rules in the deliberations of the CTI COM and the CTI CSO but shall not be entitled to participate in the taking of decisions. Written statements submitted by such observers shall be distributed by the Secretariat to the representatives at the CTI COM and CTI CSO Meetings as appropriate.
4. An organization desiring to participate as an observer pursuant to paragraph 2 of this rule shall notify the Executive Director in writing of its desire to participate at least sixty (60) days in advance of the session. The Executive Director shall notify the CTI COM or CTI CSO representatives of such request at least forty five (45) days prior to the opening of the Meeting at which the request is to be considered. Organizations that have made such notification to the Executive Director shall be

invited to participate in the session as observers unless a majority of the delegations of the CTI COM or CTI CSO objects to the request in writing at least twenty days (20) before the opening of the session. Such observer status shall remain in effect for future sessions unless the CTI COM or CTI CSO decides otherwise.

5. Observers referred to in paragraph 1 (a) and paragraph 2 (a), (b), (c) and (d) of this rule may sit at meetings of the CTI COM and the CTI CSO upon the invitation of the Chair and subject to the approval of the CTI COM or CTI CSO may make oral statements on matters.

## **Rule 20 CTI Partners**

1. A CTI Partner is any State, inter-governmental organization or non-governmental organization who:
  - a. Was invited to be a CTI Partner at the initiation of the CTI-CFF; or
  - b. Meets the criteria and goes through the established process to become a CTI Partner.
2. The CTI COM may accept applications from a State, inter-governmental organization or non-governmental organization, including private sector entities, to become a CTI Partner.
3. A State, inter-governmental organization or non-governmental organization seeking to become a CTI Partner must:
  - a. Be approved by consensus resolution of the CTI COM;
  - b. Be able to meet a set of criteria for CTI Partner membership as agreed by the CTI COM;
  - c. Have stated its support for the principles and objectives of the CTI-CFF, the Rules of Procedure and the CTI-CFF Secretariat Agreement within a Ministerial Meeting;
  - d. A State, Inter-governmental organization or non-governmental organization seeking to become a CTI Partner may be permitted to have a representative attend the CTI COM and CTI CSO Meetings as an observer pursuant to Rule 19.

## **Rule 21**

### **New CTI-CFF Party**

1. The CTI COM may accept applications from States to become Parties of the CTI-CFF.
2. A State seeking to become a CTI-CFF Party must:
  - a. Be able to meet a set of criteria for CTI-CFF membership as agreed by the CTI COM. Such criteria may include, inter alia:
    - (i) the location of territory in the Coral Triangle region;
    - (ii) diplomatic recognition by all Parties;
    - (iii) the adoption of the CTI Declaration; and
    - (iv) an ability and willingness to fulfill the CTI Regional Plan of Action, and applicable CTI programs and projects.
  - b. Have submitted, from the Ministry in charge of CTI matters, a letter of intent addressed to the CTI COM;
  - c. Have stated its support for the principles and objectives of the CTI-CFF within a Ministerial Meeting;
  - d. Have agreed to provide a financial contribution to the operation of the Secretariat consistent with the formula used in Rule 8 of the Financial Regulations;
  - e. Have adopted these Rules of Procedure and the CTI-CFF Secretariat Agreement; and
  - f. Be approved by a consensus resolution of the CTI COM.
3. A State shall become a CTI-CFF Party with full rights when all of the requirements of paragraph (2) have been met, and the Instrument of accession has been submitted to the Depository.<sup>1</sup>

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<sup>1</sup> Adopted by the 6th CTI-CFF Ministerial Meeting (MM-6) through its Joint Ministerial Statement (JMS) No.13, 3 November 2016, Port Moresby-Papua New Guinea.



## **Rule 22 Language**

The official language of the CTI COM and CTI CSO shall be English. All reports and other documents submitted by the Secretariat to the CTI COM or CTI CSO shall be in English or be accompanied by translations into English.

## **Rule 23 Place of Meetings**

The CTI COM and CTI CSO Meetings shall take place at the country of the Chair, unless the CTI COM or CTI CSO decide otherwise.

## **Rule 24 Amendment**

1. These Rules of Procedure, the Finance Regulations and Staff Regulations may be amended by the CTI COM.
2. The CTI CSO may, in accordance with Rule 5 of these Rules of Procedure, make amendments to these Rules of Procedure, the Finance Regulations and Staff Regulations with the exception of Rule 5 of these Rules of Procedure.

## **Rule 25 Additional Provisions and Amendments**

1. Additional provisions and amendments shall be officially submitted by a Party/ Parties in writing to the Executive Director.
2. The Executive Director shall circulate the submissions to the Parties not later than sixty (60) days before the CTI COM or CTI CSO Meeting.

## **Rule 26 Special Provision**

1. The members of the CT6 which have not yet deposited instruments of acceptance or approval or ratification at the time of entry into force of the Agreement on the Establishment of the Regional Secretariat of the CTI-CFF will be accorded full rights under this Agreement.

2. In order to enjoy full rights under this Agreement, such CT6 members shall demonstrate progress toward completion of their domestic requirements for acceptance or approval or ratification and act in good faith within their legal capabilities to meet their responsibilities under the Agreement.





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