



PROTOCOL FOR DELEGATES APPOINTED TO WORKING COMMITTEES

1. Introduction

The purpose of this protocol is to assist those who have been appointed by their National or Regional Group as that Group's representative (delegate) on a Working Committee of AIPPI to perform their duties in a manner which will best contribute to their Committee's work and ultimately to a clear and concise Resolution of AIPPI.

2. Group Reports

The way in which a National or Regional Group chooses to prepare its Report on any Question is a matter for that Group. However, once that Report has been submitted to the Secretariat and the name of the Group's delegate for the Question has been notified to the Secretariat, the Chairman of the Working Committee and the Secretariat will communicate with the delegate in relation to the Committee's work.

3. Notification of Appointment

It is essential that the Secretariat is notified at the earliest opportunity of the name, address, fax number and e-mail address of delegates (and of any changes to the same!). While many Groups will send a block notification for all their delegates on a series of Questions, it is the responsibility of each delegate to ensure that the Secretariat is aware of these details. Without them the Chairmen of the Working Committees will not be able to communicate with delegates.

4. First draft Resolution

It is the duty of the Chairman of each Working Committee to prepare a first draft of a Resolution on the basis of the Group Reports and the Summary Report on the Question produced by the Reporters-General. When delegates receive that draft they should:-

- 4.1 Establish (so far as is possible in the time available) what their Group's attitude is to the Chairman's draft; and
- 4.2 (In any event) respond to the Chairman within the time limit set for reply.

5. Final draft Resolution

Following receipt of comments on the first draft Resolution, the Chairman of the Working Committee will prepare:-

- (a) a final draft Resolution; and
- (b) a draft Presentation for the purpose of explaining the background to the Resolution and the reasoning of the Working Committee.

Delegates should send any comments on these draft documents to the Chairman of the Working Committee within the time limit set for reply.

6. Meetings of Working Committees

It is of critical importance to the effectiveness of the work of a Working Committee that delegates attend all its meetings. It is simply not acceptable for delegates to arrive late and then seek to bring about amendments to an already discussed and finally approved part of the draft Resolution or Presentation. This necessarily requires delegates to arrive at Executive Committee Meetings and Congresses early in order to contribute to the formulation of the draft Resolutions and Presentations later to be debated in plenary session.

7. Groups' position at plenary session

It is the duty of delegates to keep Members of their National or Regional Group informed about progress on the Resolutions being elaborated by their Working Committee, so that their Group can, if possible, adopt an agreed position in the course of the debate on each Question. Delegates should in particular explain the reasons behind the final form of the draft Resolution, in order to minimise the time spent in plenary sessions debating mere points of drafting.