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**Rotterdam Convention on the Prior Informed  
Consent Procedure for Certain Hazardous  
Chemicals and Pesticides in International Trade  
Conference of the Parties  
First meeting**

Geneva, 20–24 September 2004  
Item 8 (a) of the provisional agenda

**Physical location of the secretariat**

## **Physical location of the secretariat**

### **Note by the secretariat**

The secretariat has the honour to submit to the Conference, in the annex to the present note, a joint proposal submitted by the Governments of Germany, Italy and Switzerland regarding the process for the selection of the physical location of the secretariat of the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade.

## **Annex**

### **Joint proposal submitted by the Governments of Germany, Italy and Switzerland: process to select the physical location of the secretariat of the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade**

The proposal set forth in the appendix below is submitted jointly by the Governments of Germany, Italy and Switzerland, for consideration at the first meeting of the Conference of the Parties (the “Meeting”) of the Rotterdam Convention. It consists of a proposed procedure to be followed at the Meeting to select the physical location of the secretariat of the Rotterdam Convention.

This proposal is intended to facilitate consideration at the Meeting of the issue of the physical location of the secretariat. It is proposed that the procedure set forth in the appendix be considered for adoption by the Meeting.

## Appendix

### **Selection of the physical location of the secretariat of the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade**

The process for selecting a physical location for the secretariat of the Rotterdam Convention shall be in accordance with the following procedure:

- (a) A confidential vote on the physical location of the secretariat shall be conducted during the first meeting of the Conference of the Parties (the “Meeting”) of the Rotterdam Convention;
- (b) Only Parties to the Rotterdam Convention whose representatives have been duly accredited to the Meeting before the vote is scheduled to commence may participate in the vote. It is, therefore, important that Parties submit their letters of credentials as early as possible to the secretariat to allow the Bureau to examine them and submit a report to the Conference of the Parties for adoption in advance of the start of the vote;
- (c) A Party is duly accredited to the Meeting when the credentials of its representatives have been accepted by the Conference of the Parties;
- (d) The vote shall take place in conjunction with a plenary meeting between 10 a.m. and noon on Friday, 24 September 2004, in a room to be announced by the secretariat;
- (e) The presence of two thirds of the duly accredited Parties at the time the vote is scheduled to commence shall constitute the quorum;
- (f) The vote shall be organized by the two executive secretaries and overseen throughout by a person appointed by the Bureau;
- (g) Each Party shall indicate its preference on a ballot prepared for this purpose, by means of a clear mark in the box adjacent to the name of the location that it considers the more appropriate to be the physical location of the Secretariat. The vote of a Party shall be cast by one of its accredited representatives. The completed ballot shall be placed in a closed box;
- (h) Once the voting period is closed, the box shall be opened and the ballots checked and counted by the person appointed by the Bureau. This shall be done in the presence of the executive secretaries and one representative from each candidate Party listed on the ballot;
- (i) Ballots not containing a clear indication of preference shall be considered invalid;
- (j) The result of the vote shall be announced to plenary;
- (k) The location obtaining the greater number of votes shall, by consensus, be selected by the Conference of the Parties as the physical location of the secretariat. If the vote results in a tie, a second vote shall take place forthwith;
- (l) In the event of a second vote, the location obtaining the greater number of votes shall, by consensus, be selected by the Conference of the Parties as the physical location of the secretariat. If the second vote results in a tie, further votes shall be conducted in accordance with the procedures specified above until one of the locations obtains a greater number of votes.
- (m) In paragraphs (a)–(l) above, the term “location” means Bonn or Geneva and Rome.