

## Rules of Procedure of Congresses

### Article 2

#### Delegations

1 The term “delegation” shall denote the person or body of persons designated by a member country to take part in a Congress. The delegation shall consist of heads of delegation and, if appropriate, their deputies, one or more delegates and, possibly, one or more attached officials (including experts, secretaries, etc.).

2 Heads of delegation, their deputies, and delegates shall be representatives of member countries within the meaning of article 15.2 of the Constitution if in possession of credentials which comply with the conditions laid down in article 3 of these Rules.

### Article 3

#### Delegates' credentials

1 Delegates' credentials shall be drawn up in due and proper form and signed by the Head of State, the Head of Government or the Minister for Foreign Affairs of the country concerned, or by any other government official duly authorized in writing by one of those authorities to sign the credentials. A copy of such authorization shall be presented together with the credentials. Credentials shall preferably be provided in one of the working languages of the International Bureau. Credentials provided in a language other than one of the working languages of the International Bureau (and for which no Union translation service exists) shall be accompanied by an English or French translation, as well as a statement confirming that the translation correctly reflects the content of the original document. The credentials of delegates entitled to sign the Acts (plenipotentiaries) shall specify the scope of such signature (signature subject to ratification or approval, signature ad referendum, definitive signature). In the absence of such specific information, the signature shall be regarded as being subject to ratification or approval. Credentials authorizing the holder to sign the Acts shall implicitly include the right to speak and to vote. Delegates on whom the relevant authorities have conferred full powers without specifying their scope shall be authorized to speak, to vote and to sign the Acts unless the wording of the credentials is explicitly to the contrary. Credentials authorizing the holder to participate on behalf of the country concerned or represent the latter shall implicitly include the right to speak and to vote only.

2 For the purposes of this article and without having to produce specific credentials or full powers, the Heads of State, Heads of Government and Ministers for Foreign Affairs of member countries shall also be considered as representing their respective member country for the purpose of performing any act relating to the conclusion of the Acts of the Union.

3 Credentials shall be deposited, through the intermediary of the Congress Secretariat (hereinafter the “Secretariat”), with the authority designated for that purpose.

4 Member countries whose delegates are not in possession of credentials or which have not deposited their credentials may, provided the names of such delegates have been communicated by their Government to the International Bureau, take part in the debates but shall not have the right to vote until such time as their respective credentials, in due and proper form, are deposited with the authority referred to in paragraph 3. The International Bureau shall assess the adequacy of delegates' credentials and, in case of doubt, refer the matter to the authority referred to in paragraph 3 for consideration.

5 The credentials of a member country which arranges for the delegation of another member country to represent it at Congress (proxy) shall be in the same form as those mentioned in paragraph 1.

6 Credentials and proxies sent by secure electronic means (as well as replies to requests for information associated therewith) shall be admissible provided that compliance with the requirements set forth in paragraph 1 is confirmed by the authority referred to in paragraph 3. For the purposes of this paragraph, "secure electronic means" refers to any electronic means used for the processing, storage and transmission of data that ensure that completeness, integrity and confidentiality of such data are maintained during the submission of the aforementioned credentials and proxies by a member country.

7 A delegation which, after it has deposited its credentials, is prevented from attending one or more meetings, may arrange to be represented by the delegation of another member country, provided that notice in writing is given to the Chair of the meeting concerned. However, a delegation may represent only a single country other than its own.

8 The delegates of member countries which are not parties to an Agreement may take part in the debates of Congress concerning that Agreement, without the right to vote.