

## RULE 19

*Minutes of the Sessions of the Plenary Assembly*

1. The minutes of the sessions of the Plenary Assembly shall be drawn up by the secretariat of the Conference.

2. (1) As a general rule, the minutes shall contain only the proposals and conclusions, with the chief reasons for them in concise terms.

(2) However, each delegate, representative or observer, shall have the right to require the insertion in the minutes, either summarized or in full, of any statement which he has made. In such case, he must himself supply its text to the secretariat of the Conference within two hours after the end of the session. It is recommended that this right shall only be used with discretion.

## RULE 20

*Reports of Committees*

1. (1) The debates of the committees and subcommittees shall be summarized, session by session, in reports in which shall be brought out the essential points of the discussion, the various opinions which are expressed and which it is desirable that the Plenary Assembly should know, and the proposals and conclusions which emerge.

(2) However, each delegate, representative or observer shall have the right to require the insertion in the report, either summarized or in full, of any statement which he has made. In such case, he must himself supply to the reporter the text to be inserted within two hours after the end of the session. It is recommended that this right shall only be used with discretion.

2. If circumstances warrant, the committees or subcommittees shall prepare at the end of their work a final report in which they shall recapitulate in concise terms the proposals and the conclusions which result from the studies which have been entrusted to them.

## RULE 21

*Adoption of Minutes and Reports*

1. (1) As a general rule, at the beginning of each session of the Plenary Assembly, or of each session of a committee or of a subcommittee, the minutes or the report, of the preceding session shall be read.

(2) However, the Chairman may, if he considers such procedure satisfactory, and if no objection is raised, merely ask if any members of the Plenary Assembly, the committee or the subcommittee, have any remarks to make on the content of the minutes or of the report.

2. The minutes or the report shall then be adopted or amended in accordance with the remarks which have been made and which have been approved by the Plenary Assembly, or by the committee or subcommittee.

3. Any final report must be approved by the respective committee or subcommittee.

4. (1) The minutes of the closing session of the Plenary Assembly shall be examined and approved by the Chairman of the Conference.

(2) The report of the last session of a committee or of a subcommittee shall be examined and approved by the Chairman of the committee or subcommittee.