

INTERNATIONAL RUBBER STUDY GROUP

Rules of Procedure

Effective as at 1 July 2011

(Revised 1 July 2012 – Rule 6.2)

CONTENTS	PAGE
Foreword	2
1. Financial Rules of Procedure	2
1.1. Membership Contributions	2
1.2. Bank Account	3
1.3. Rules for Tender	3
1.4. Appointment of Auditors	4
1.5. Budget	4
1.6. Annual Statement of Accounts	5
2. Meetings of Heads of Delegation	5
3. Appointment of Secretary-General	6
4. Work of Secretariat	7
5. Industry Advisory Panel	7
6. Associate Members	8
7. World Rubber Summit	8
8. Amendments and Revision	8

Foreword

The Rules of Procedure of the International Rubber Study Group are formulated as required in the International Rubber Study Group Constitution, paragraph 9 of article IX. These Rules of Procedure were adopted by the Group at the meeting of the Heads of Delegation held on **14 July 2011**.

1. Financial Rules of Procedures

The financial year shall run from 1 July to 30 June.

1.1. Membership Contributions

- 1.1.1.** Membership contributions shall be due on 1 July annually upon receipt of the official invoice from the Secretariat.
- 1.1.2.** If a Member has not paid its contribution in full by 1 December, the Secretary-General shall make an urgent request for immediate payment.
- 1.1.3.** If payment is not made in full by 1 February, the Secretary-General shall report the arrears to the Heads of Delegation. Then the Heads of Delegation shall consider suspension of all voting rights of the Member, except when voting on issues directly resulting from a decision to liquidate the Group.
- 1.1.4.** If payment is not made in full by 1 April, the Heads of Delegation shall, unless in the particular circumstances it decides otherwise, suspend all Secretariat services to the Member.
- 1.1.5.** If a Member has not paid its contribution in full by the end of the financial year, the value of the payment due shall be maintained by increasing it by the annual rate of inflation in the Host Country used in the calculation of the budget for each year for which the payment remains in arrears, unless the Heads of Delegation decide otherwise.
- 1.1.6.** The revised payment shall be calculated and notified to the Member by the Secretary-General at the end of each quarter of the financial year.
- 1.1.7.** No decision or action taken under the provisions of this clause shall prejudice the rights of the Member.

1.2. Bank Account

- 1.2.1.** A bank account in the name of the International Rubber Study Group shall be maintained in the Host Country.
- 1.2.2.** The bank account shall be operated on cheques/electronic banking endorsed by
- (a) the Secretary-General;
 - (b) in his absence by the Head of Economic and Statistics or
 - (c) in their absence, the appointed representative of the Host Country to the Heads of Delegation .
- 1.2.3.** Beyond the limit of SGD15,000 the cheques/electronic banking will require two signatures, one signature will be from the Secretariat and one from the appointed representative of the Host Country to the Heads of Delegation.
- 1.2.4.** The accounts of the Secretariat shall be kept by the Head of Management and Administration.
- 1.2.5.** The Secretariat oversees all relevant bank accounts operating in the Host Country.
- 1.2.6.** All monies received shall promptly be deposited in the Bank. An impress account shall be kept by the Secretary-General for petty cash payments and receipts to an amount of SGD1,000.

1.3 Rules for Tender

The Secretariat shall procure services through one of the following methods, based on the Estimated Procurement Value (EPV) determined. The Secretariat shall not “split” the EPV to avoid compliance with the procurement procedures.

- 1.3.1** Small Value Purchases for EPV not exceeding S\$3,000/- GST-exclusive. Purchases can be made directly from the supplier when (a) the price of the items (goods or services) is known either by previous purchase or (b) posted prices by suppliers, the media or any other source of reliable information e.g. flyers, the Internet. The price for the items should also be reasonable.
- 1.3.2** Procurement through Quotations for EPV not exceeding S\$70,000/- GST-exclusive the Secretariat must call for quotations from at least 3 appropriate

suppliers, taking the lowest-priced offer where feasible. Justifications must be properly documented if the lowest-priced offer is not chosen for any procurement. The Secretary-General's approval is required for any procurement decision.

- 1.3.3** Procurement through Tendering for EPV exceeding S\$70,000/- GST-exclusive. The Secretariat must call for tender from at least 3 appropriate suppliers. The Secretariat must put up an evaluation report of the tenders with the necessary recommendations and observations to the Heads of Delegation. The Heads of Delegation approval is required for any procurement decisions.

1.4. Appointment of Auditors

- 1.4.1.** The appointment of auditors in accordance with paragraph 7 of article IX of the Constitution shall be made on the recommendation of the Secretary-General who shall be responsible for monitoring the performance of the auditors. Every four years the Secretary-General shall invite quotations from at least three legally qualified auditing companies.
- 1.4.2.** Independently audited statements of the accounts shall be made available to Members as soon as possible after the close of each financial year, but not later than six months after that date, and be considered for approval by the Heads of Delegation at its next session, as appropriate. A summary of the audited accounts and balance sheet shall thereafter be published on the IRSG website.

1.5. Budget

- 1.5.1.** The Secretary-General shall be responsible for drawing up and submitting to the Heads of Delegation not later than 31 March of each year a draft budget for the following financial year for approval.
- 1.5.2.** The Secretary-General shall be responsible for submitting to Members the approved budget.
- 1.5.3.** The travelling and subsistence expenses of Members attending meetings of the Group shall be borne by the respective Members.

1.6. Annual Statement of Accounts

- 1.6.1.** The Secretary-General shall circulate to all Members as soon as possible after the end of the financial year an Annual Statement of Accounts. After the approval by Heads of Delegation, the Annual Statement of Accounts shall be certified by the Chairperson or Vice Chairperson, the Secretary-General and the auditors.
- 1.6.2.** The duly signed and certified account shall be maintained at the Secretariat.

2. Meetings of the Heads of Delegation

- 2.1.** The Heads of Delegation may hold special sessions whenever so requested by a simple majority of its members, or by the Secretary-General with the consent of the Chairperson.
- 2.2.** Notice of any session, the provisional agenda and the written explanation for the session shall be communicated to the Members by the Secretary-General in consultation with the Chairperson at least 30 days in advance, except in cases of emergency, when a notice must be communicated at least 15 days in advance. In cases of emergency, the notice shall state the nature of the emergency.
- 2.3.** The provisional agenda for each session shall be prepared by the Secretary-General in consultation with the Chairperson. If a Member wishes a particular matter to be discussed at a session the Member shall, if possible, notify the Secretary-General 60 days before the commencement of the session, including in that notification a written explanation.
- 2.4.** Each Member shall endeavour to notify the Secretary-General not later than five days before the commencement of the session of the names of the delegates, alternates and advisers designated to represent it at a session.

3. Appointment of the Secretary-General

- 3.1.** The appointment of the Secretary-General by the Heads of Delegation pursuant to Article XI, paragraph 3, of the Constitution shall be made on the basis of a recommendation by a Selection Panel constituted for that purpose.
- 3.2.** The Selection Panel shall be established by the Heads of Delegation, normally at least twelve months before the expiry of the term of office of the incumbent Secretary-General.
- 3.3.** The Selection Panel shall comprise the Chairperson and Vice Chairperson of the Heads of Delegation, who shall be Chairperson and Vice Chairperson respectively, of the Panel, and any such other Members wishing to serve on it.
- 3.4.** The incumbent Secretary-General shall attend meetings of the Selection Panel as an adviser without voting rights.
- 3.5.** All costs and expenses incurred in attendance at meetings of the Selection Panel and participation in the selection procedure by their representation shall be met by Members.
- 3.6.** The Selection Panel shall establish the criteria for selection and agree on the advertisement for the post of Secretary-General. The advertisement shall be published in appropriate International media as well as via IRSG channels. The advertisement shall be made available to all Members who would ensure circulation within their countries.
- 3.7.** Applications shall be received by the Secretary-General who shall be responsible for the administrative aspects of the recruitment process.
- 3.8.** The Selection Panel shall meet as required to select a short list not exceeding six candidates for interview. Applicants shall be nationals or citizens of Members.
- 3.9.** Interviews with short-listed candidates shall be held with the objective of choosing unanimously or by consensus a candidate with the necessary qualities of experience, personality, impartiality and the ability to work effectively with senior officials of Member and other governments, international and private organisations for recommendation to the Heads of Delegation for appointment as Secretary-General. An alternate candidate shall be submitted in case the selected candidate is prevented by ill-health or other reason from assuming the post. In the event that a single candidate cannot be agreed, two candidates chosen by consensus may be submitted to the Heads of Delegation.

- 3.10.** The terms and conditions of appointment and contract shall be determined by the Heads of Delegation.
- 3.11.** Early termination of the contract for cause shall require a simple majority within the group of the natural rubber producers as well as within the group of the rubber consumers present and voting; and in addition, these combined votes shall comprise at least two-third majority of those present and voting.

4. Work of the Secretariat

- 4.1.** In the performance of its duties, the Secretariat shall not engage in any activities which pose a conflict of interest.
- 4.2.** The Secretariat shall not seek or receive instructions from any individual Member or authority external to the Group. The Secretary-General and staff shall refrain from any action which might reflect adversely on their position as international officials ultimately responsible to the Heads of Delegation.
- 4.3.** Each Member shall respect the responsibilities of the Secretary-General and other staff and shall not seek to influence them in the discharge of their responsibilities.
- 4.4.** The Secretariat shall endeavour to ensure that no information published shall prejudice the confidentiality of the operations of persons or enterprises producing, processing, marketing or consuming rubber.
- 4.5.** The Secretariat publishes regularly a Rubber Statistical Bulletin and a Rubber Industry Report as well as reports on projects and studies.

5. Industry Advisory Panel

- 5.1.** The Industry Advisory Panel shall consist of not more than thirty persons appointed for their particular expertise by the Heads of Delegation for a period not exceeding three years. Membership may be renewed for a further period of three years.
- 5.2.** Following the decision by the Heads of Delegation to renew the composition of the Industry Advisory Panel, the Secretariat shall invite nominations for candidates for the Industry Advisory Panel from Members, the Industry Advisory Panel and associate members.
- 5.3.** The Secretariat shall make a recommendation concerning these candidates to the Heads of Delegation for consideration and appointment.

- 5.4. The new appointments shall commence by decision of Heads of Delegation.
- 5.5. The Secretary-General shall facilitate Industry Advisory Panel meetings.
- 5.6. The Industry Advisory Panel shall establish its own rules of procedure consistent with the provision of the International Rubber Study Group Constitution and these Rules of Procedure.
- 5.7. With reference to the Constitution, observer status in all Group meetings shall exclude discussions relating to confidential matters, budget and financial issues.
- 5.8. The travelling and subsistence expenses of Industry Advisory Panel members attending meetings shall be borne by themselves.

6. Associate Members

- 6.1. Associate Membership shall be available to any company or organisation with an interest in the rubber industry on payment of the appropriate annual membership fee.
- 6.2. The annual membership fee is S\$4,000 for organisations or individuals based in the territory of Members and S\$6,000 for those in the territory of non-Members.
- 6.3. Associate Members are entitled to free access to all information available on the website for Associate members. Any additional request will be charged.

7. World Rubber Summit

When the Group receives an invitation to host the World Rubber Summit by a non-Member or Member, the Group shall consider the invitation and accept only when sufficient funds are available.

8. Amendments and Revision

The Heads of Delegation may at any time amend or revise these Rules of Procedures only by consensus.