**Rules of procedure of the Committee of Plenipotentiaries
of the Governments of the Member States
of the Joint Institute for Nuclear Research**

|  |  |
| --- | --- |
|  | Approved at the CP session on 24–25 November 2017 and in the new editions at the CP session on 22 March 2024 |

Guided by the provisions of Article 18, paragraph 4, of the Charter of the Joint Institute for Nuclear Research, the Committee of Plenipotentiaries of the Governments
of the Member States of JINR adopts the following Rules of procedure.

**Rule 1. Status of the Committee of Plenipotentiaries of the Governments of the Member States**

1. The Committee of Plenipotentiaries (CP) of the Governments of the Member States is the supreme body of the Joint Institute for Nuclear Research (JINR, the Institute).

2. The CP carries out its activities on the basis of the JINR Charter, these Rules, and of the current norms of international law applicable to the activities of international organizations and of the representatives of states in international organizations.

**Rule 2. Composition of the Committee of Plenipotentiaries of the Governments of the Member States**

1. The CP includes one Plenipotentiary from each Member State of JINR expressing the interests of his state in the Institute.

2. The appointment of a Plenipotentiary is carried out in the manner prescribed by
the legislation of the relevant Member State. The Director of JINR is notified of
the appointment of a Plenipotentiary in writing. The appointed Plenipotentiary presents
a written authority to the Chair of the CP before the next session of the CP.

In extraordinary cases, each Plenipotentiary has the right to appoint a deputy in writing and to delegate his authority to him, about which the JINR Director and
the CP Chair are notified in writing.

3. The terms of office of the Plenipotentiaries of the Member States of JINR are determined by decisions of the Member States’ governments on granting to and removing authorities from their Plenipotentiaries to the CP.

**Rule 3. Sessions of the Committee of Plenipotentiaries of the Governments
of the Member States**

1. Activities of the CP are carried out in a sessional order and are based on
the principles of collective free discussion and resolution of issues.

2. The session of the CP is held through the personal presence of Plenipotentiaries at the venue of the session of the CP.

In exceptional circumstances, Plenipotentiaries, speakers or other participants may participate in the CP session via remote (online) connection.

3. Ordinary sessions of the CP are convened two times every calendar year. The date and place of a CP session are determined at its previous session.

4. An extraordinary session of the CP may be convened at its decision or
at the request of at least one third of the Institute’s members.

Demands for an extraordinary session are sent by the interested Plenipotentiaries
to the CP Chair and to the JINR Director.

The organization of an extraordinary session is carried out by the CP Chair jointly with the JINR Director. Information on holding an extraordinary session is communicated to
the CP members at least two weeks before it begins.

5. A session of the CP is considered quorate if at least 2/3 of its members
are present.

6. Sessions of the CP are held openly with the participation of the Plenipotentiaries and members of their delegations as well as invited persons, including the Chair of the Finance Committee, the JINR Directorate, representatives of states, international and national organizations. By decision of the CP, consideration of certain issues on
the agenda is carried out behind closed doors involving only Plenipotentiaries and members of their delegations, the JINR Directorate, as well as other persons whose participation is necessary for the discussion.

7. If the CP so decides, closed sessions may be held. The agenda and the procedure for holding a closed session are determined when deciding whether to hold such a session.

8. At least two weeks before the opening or resumption of each session, the proposed agenda and documents on the issues under discussion are sent to the Plenipotentiaries.

9. Prior to the session, the Plenipotentiaries inform the JINR Director about
the composition of their delegations participating in the session.

10. The working languages of the CP sessions are Russian and English.

11. The Directorate ensures the establishment of an Organizing Committee, whose responsibilities include the organization of the work of the CP session, in particular logistical and information support, the provision of oral simultaneous interpretation, video and audio recording of the CP session as well as the formalization of documents on
the results of the session.

12. In the case of remote (online) participation in the CP session, software products for online conferences are used. Connection to online conference services for participation in the CP session is carried out using the link and password sent to the participants of
the session by the Organizing Committee.

**Rule 4. Rights, obligations and basic guarantees of the activities
of the Plenipotentiaries**

1. The Plenipotentiaries are obliged to attend the CP sessions. In case of impossibility to participate in a session, a Plenipotentiary appoints his deputy in the manner provided
for in Item 2 of Rule 2.

2. Each Plenipotentiary is entitled to participate in the discussion of all matters considered at the CP session, to give written or oral explanations on the issues under consideration, to address questions to other Plenipotentiaries, to members of the Finance Committee and the Scientific Council, to the JINR Director and other persons invited to
the session, to substantiate his proposals when discussing the activities of JINR and proposals on issues under the agenda of the session, and to participate in decision-making on the issues under discussion.

The Plenipotentiaries are entitled to request and receive information and documents from the JINR Director necessary to carry out their activities in the CP.

3. The Plenipotentiaries are provided with conditions for the unimpeded and effective exercise of their authorities in accordance with the Convention on the Legal Status, Privileges, and Immunities of Intergovernmental Economic Organizations Acting in Certain Areas of Cooperation (Budapest, 5 December 1980) and with the Agreement between
the Government of the Russian Federation and the Joint Institute for Nuclear Research
on the Location and Terms of Activity of the Joint Institute for Nuclear Research in
the Russian Federation (Dubna, 23 October 1995).

4. Guarantees for the unhindered exercise of their authorities by the Plenipotentiaries are established by the universally recognized principles and norms of international law,
by the legislation of the host state of the Institute, and by the JINR Charter.

**Rule 5. Privileges and immunities**

1. During their entire term of office in the performance of their official duties and during their journeys to and from the venue of the CP sessions, the Plenipotentiaries have the privileges and immunities provided for by the rules of international law.

**Rule 6. Chair of the CP**

1. The CP Chair is elected at a session of the CP from among the Plenipotentiaries present for a renewable term of two years. The CP Chair however cannot hold this post
for more than two consecutive terms.

Candidatures for the Chairship of the CP are presented by the JINR Director on
the basis of proposals received from the JINR Member States before the CP session.

2. The election of Chair of the CP is conducted by secret or open voting by
a two-thirds majority of those present and voting.

3. The Chair of the CP:

a) examines the credentials of the Plenipotentiaries of the Governments of the Member States participating in the CP session and determines the presence of a quorum;

b) forms the agenda of the CP session in accordance with the functions and tasks stipulated by the JINR Charter, the proposals from the Plenipotentiaries of
the Governments of the Member States and from the JINR Directorate as well as
with decisions and recommendations of the Finance Committee and the Scientific Council, and submits it to the CP for consideration and approval;

c) opens, suspends, announces breaks and closes the CP sessions, proposes,
at the end of each session, the date and place of the next session and issues for inclusion in the agenda of the next session of the CP;

d) directs discussions of the CP, ensures compliance with the rules, maintains order, gives the floor to those wishing to speak, closes discussions, puts questions to the vote and announces the results of voting, refers questions to the Finance Committee,
the Scientific Council and other working bodies of the CP;

e) coordinates the work of the CP, the Finance Committee, and of the Scientific Council;

f) coordinates the working groups established by the CP;

g) when considering drafts of local regulations and other documents and decisions requiring approval or endorsement by the CP, has the right to request a conclusion from the Institute or external experts on the drafts proposed for adoption and to forward them
to the Plenipotentiaries for consideration;

h) on behalf of the Institute, concludes an employment contract with the newly-elected Director of JINR, modifies and terminates it;

i) resolves other organizational matters related to the activities of the CP.

**Rule 7. Consideration of issues and a discussion**

1. A discussion is held for each agenda item on the basis of a report which has been heard, unless the CP decides otherwise.

2. On matters of the agenda unconsidered during the CP session, a decision is taken to postpone for the next session or to extend the current session of the CP.

3. After the completion of each report, the CP Chair provides an opportunity for
the Plenipotentiaries to address questions to the speaker, to express an opinion,
and to discuss the report.

4. After the presentation by the last speaker, the CP Chair opens a general discussion on the agenda issues.

5. At the end of the session, the CP Chair submits the draft Protocol of
the CP session for discussion.

**Rule 8. Decisions and recommendations of the CP**

1. The CP takes decisions and recommendations on the issues under consideration.

2. Decisions on the admission to the Institute and expulsion from its membership are taken by consensus. Other decisions are taken by a two-thirds majority of those present and voting.

Decisions taken by the CP should be understood to mean a prescription, authorization or prohibition to act in a certain way, having legal force.

3. Recommendations are adopted by a simple majority of those present and voting.
If the votes are equally divided, the decisive vote will be of the CP Chair, who in this case cannot refrain from voting.

Recommendations adopted by the CP should be understood to mean proposals (endorsements, wishes, advice, clarifications, consultations, reviews) that are not binding but are important in decision-making.

4. The interpretation of decisions and recommendations of the CP is the exclusive prerogative of the CP.

**Rule 9. Exercise of the right to vote**

1. By decision of the CP, voting on the issues under consideration may be open
or secret. A secret ballot is held if this is proposed by at least one Plenipotentiary.

2. The Plenipotentiaries of the Governments of the Member States or their deputies participating in the CP session personally exercise their right to vote.

3. Each Plenipotentiary has the right to vote for the adoption of a decision (recommendation) or against the adoption of a decision (recommendation), or to refrain from the adoption of a decision (recommendation).

4. In considering any issue, each member of the CP has one vote.

5. If the votes of the Plenipotentiaries are divided according to the results of voting, the number of votes and the states that voted “for”, “against” or “abstained” are indicated along with the decision (recommendation).

6. Each Plenipotentiary may submit a dissenting opinion on the decision (recommendation) taken. The dissenting opinion is recorded in the Protocol of
the CP session.

7. A Plenipotentiary who is not present at the session of the CP and who has not appointed his deputy may express his opinion on any issue of the agenda in a statement addressed to the CP Chair, which is reflected in the Protocol of the CP. Such an opinion
is not a realization of the right to vote.

8. The Plenipotentiaries of the Governments of the Member States whose rights and privileges have been suspended in accordance with the JINR Charter do not participate
in voting.

9. Voting by the Plenipotentiaries participating in the CP session remotely on the issues included in the agenda is carried out by means of the functions of the software used, containing the answer options: “For”, “Against”, “Abstained”.

**Rule 10. Open vote**

1. Before the start of an open vote, the CP Chair:

— announces the draft decision or recommendation which is put to the vote on each individual issue or in general on all issues of the agenda;

— clarifies its wording;

— informs by what type of majority of votes the decision or recommendation should be made.

2. Open voting by the Plenipotentiaries is conducted by show of hands.

3. The CP may decide on a roll-call vote which is taken in the alphabetical order of
the Russian language of the names of the Member States entitled to vote.

4. After the CP Chair has announced the beginning of voting, no one has the right
to interrupt the voting.

5. When the counting of the votes is completed, the CP Chair announces the results of voting: the decision (recommendation) has been made/not made.

6. The result of the open vote is recorded in the Protocol of the CP session.

**Rule 11. Secret ballot**

1. If at least one Plenipotentiary takes part in the meeting remotely, secret voting of
all Plenipotentiaries is carried out by means of the functions of the software used.

2. If all Plenipotentiaries take part in the meeting through personal presence
at the venue of the session of the CP, secret voting is carried out in the following order:

— from among the Plenipotentiaries present, a Counting Commission is elected
to count the ballots. The Counting Commission is elected by open voting by a simple majority of votes. The result of voting is recorded in the Protocol of the CP session;

— each Plenipotentiary is given one ballot paper for secret voting, certified by
the Institute’s seal (Appendix). The number of ballot papers for secret voting corresponds to the total number of the Plenipotentiaries participating in the CP session and entitled
to vote

— a ballot paper is placed in a special box sealed with the Institute’s seal in
the presence of the Counting Commission;

— during the counting of the votes, ballot papers for which it is impossible
to determine a voter’s will and ballot papers of an unapproved form are not taken into account;

— based on the results of secret ballot, the Counting Commission draws up
a protocol which is signed by all members of the Counting Commission and approved
by the CP.

3. The results of the secret ballot are recorded in the Protocol of the CP session.

**Rule 12. Protocol of a session of the CP**

1. A Protocol of the session is drawn up during the session of the CP.

The Protocol contains the date of the session, the names of the Plenipotentiaries participating in the session, the Associate Members as well as the persons attending the CP session by invitation, the agenda, the titles of reports and the results of their discussion, and the decisions and recommendations adopted.

2. The Protocol is executed in the Russian and English languages. In case of discrepancies between the Russian and English versions of the Protocol, the text
in Russian shall prevail.

The Plenipotentiaries participating in the session in person sign the Protocol of the session, which has the same legal force as the Protocol signed by all the Plenipotentiaries participating in the CP session.

3. The Protocol is deposited for storage at JINR, together with the reports, information and reference materials, the conclusions, the ballot papers and other documents that have been the subject of consideration and/or discussion at the CP session.

4. The JINR Director ensures, within 14 calendar days, the distribution to the Member States of the duly executed Protocol in the Russian and English languages, in both
hard-copy and electronic formats. If the CP so decides, the Protocol of the CP session
is posted on the official website of the Institute.

**Rule 13. Scientific Council and Finance Committee**

1. The Scientific Council and the Finance Committee are established and operate under the CP.

2. The CP receives for consideration the decisions and recommendations taken by the Scientific Council and the Finance Committee with the attachment, if necessary,
of calculations, conclusions, justifications, scientific programmes, forecasts of
socio-economic, financial and other consequences of implementing the proposed decisions and recommendations.

3. The CP takes decisions and recommendations in accordance with Rule 8.

**Rule 14. Working bodies of the CP**

1. The CP may establish permanent and temporary working bodies.

2. The CP receives reports of these bodies and directs their activities.

Appendix

to the Rules of procedure

of the Committee of Plenipotentiaries

of the Joint Institute for Nuclear Research

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ballot paper****for the vote by secret ballot by the Plenipotentiaries****of the Governments of the Member States****of the Joint Institute for Nuclear Research**For the session of the JINR Committee of Plenipotentiaries dated “\_\_\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_Issues put to the vote by secret ballot:1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| For | Against | Abstained |
|  |  |  |

*Insert the sign “V” in the corresponding field of the table*2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| For | Against | Abstained |
|  |  |  |

*Insert the sign “V” in the corresponding field of the table*3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| For | Against | Abstained |
|  |  |  |

*Insert the sign “V” in the corresponding field of the table* L.S. |