

## **Assemblies of the Member States of WIPO**

**Fifty-Seventh Series of Meetings**  
**Geneva, October 2 to 11, 2017**

### **SPECIAL RULES OF PROCEDURE OF THE GOVERNING BODIES OF WIPO AND OF THE UNIONS ADMINISTERED BY WIPO**

*Document prepared by the Secretariat*

1. The rules governing the procedure of the Governing Bodies of WIPO and of the Unions administered by WIPO consist of provisions in the treaties establishing WIPO and the Unions, the WIPO General Rules of Procedure (contained in a separate publication—399 (FE) Rev.3) and, for each Governing Body, a distinct set of rules, called “Special Rules of Procedure.”
2. The present document is a compilation of the Special Rules of Procedure of the 21 Governing Bodies that will meet from October 2 to 11, 2017, in the framework of the Assemblies and other bodies of the Member States of WIPO and of the Unions administered by WIPO.
3. This document updates the previous compilation in document AB/XXIV/INF/2 (1993). The Rules of Procedure adopted after that compilation, namely, for the WCT Assembly, WPPT Assembly, PLT Assembly, Singapore Treaty Assembly, and Marrakesh Treaty Assembly, have been added. In addition, the Rules of Procedure for the WIPO General Assembly have been updated to incorporate the amendments adopted in 2016. Finally, pursuant to the decisions made in 2000 to discontinue the Conferences of Representatives of the Paris, Berne, Hague and Nice Unions and the Lisbon Union Council (see document A/35/15, paragraphs 135 and 136), the Rules of Procedure for those entities have been excluded from the present compilation.

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1. WIPO GENERAL ASSEMBLY

RULES OF PROCEDURE  
adopted on September 28, 1970  
and amended on October 11, 2016

Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the General Assembly shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

Rule 2: Draft Agenda

For the ordinary sessions of the General Assembly, the Director General shall prepare the draft agenda according to the instructions of the Coordination Committee.

Rule 3: Decisions when a Quorum is not Reached

(1) In the case referred to in Article 6(3)(c) of the WIPO Convention, the Director General shall immediately communicate those decisions which have not yet taken effect to the States members of the General Assembly which were not represented at the session, together with the report of the session and whatever additional explanations may be necessary.

(2) The period of three months allowed to them to express their vote or abstention shall run from the date on which the communication was sent. Replies shall be taken into consideration only if they reach the Director General within the period allowed.

(3) Replies must come either from the Ministry of Foreign Affairs or from a competent authority of the State in question.

Rule 4: Languages<sup>1</sup>

Oral interventions in meetings of the General Assembly may be made in English, French, Spanish or Russian, and interpretation shall be provided in the other three languages.

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<sup>1</sup> Editor's Note: Following relevant decisions of the Assemblies of WIPO to extend language coverage to all six official languages of the United Nations, oral interventions may also be made in Arabic and Chinese, and interpretation shall be provided by the Secretariat into the other five languages. In addition, oral interventions may be made in Portuguese, and interpretation shall be provided into the six official UN languages.

Rule 5: Publication of the Report<sup>2</sup>

The report on the work of each session, or a summary drawn up by the International Bureau, shall be published in the reviews La Propriété industrielle, Industrial Property, Le Droit d'Auteur, and Copyright.

Rule 6: Officers

(1) The Chair of the General Assembly and its two Vice-Chairs will be elected at the first meeting of the Assembly considering approval of the biennium program and budget, for the period of two years, and their term of office will begin following the final meeting of the said Assembly.

(2) Incumbent General Assembly officers will remain in office through the final meeting of the subsequent General Assembly session considering approval of the biennium program and budget.

(3) The outgoing Chair and Vice-Chairs shall not be immediately eligible for re-election to the office which they have held.

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<sup>2</sup> Editor's Note: The reviews La Propriété industrielle, Industrial Property, Le Droit d'Auteur, and Copyright were discontinued in June 1998. The report on the work of each session is published on the WIPO website.

2. WIPO CONFERENCE

RULES OF PROCEDURE  
adopted on September 28, 1970

Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Conference shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

Rule 2: Draft Agenda

For the ordinary sessions of the Conference, the Director General shall prepare the draft agenda according to the instructions of the Coordination Committee.

Rule 3: Languages<sup>3</sup>

Oral interventions in meetings of the Conference may be made in English, French, Spanish or Russian, and interpretation shall be provided in the other three languages.

Rule 4: Publication of the Report<sup>4</sup>

The report on the work of each session, or a summary drawn up by the International Bureau, shall be published in the reviews La Propriété industrielle, Industrial Property, Le Droit d'Auteur, and Copyright.

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<sup>3</sup> Editor's Note: Following relevant decisions of the Assemblies of WIPO to extend language coverage to all six official languages of the United Nations, oral interventions may also be made in Arabic and Chinese, and interpretation shall be provided by the Secretariat into the other five languages. In addition, oral interventions may be made in Portuguese, and interpretation shall be provided into the six official UN languages.

<sup>4</sup> Editor's Note: The reviews La Propriété industrielle, Industrial Property, Le Droit d'Auteur, and Copyright were discontinued in June 1998. The report on the work of each session published on the WIPO website.

### 3. WIPO COORDINATION COMMITTEE

#### RULES OF PROCEDURE adopted on September 28, 1970

##### Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Coordination Committee shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

##### Rule 2: Composition

(1) The Coordination Committee shall be composed of ordinary members, associate members, and ad hoc members.

(2) Ordinary members shall be States which are ordinary members of the Executive Committee of the Paris Union, or of the Executive Committee of the Berne Union, or of both of the said Committees.

(3) Associate members shall be States which are associate members of the Executive Committee of the Paris Union, or of the Executive Committee of the Berne Union, or of both of the said Committees.<sup>5</sup>

(4) Ad hoc members shall be States elected by the Conference in accordance with Article 8(1)(c) of the WIPO Convention.

##### Rule 3: Officers

(1) At the first meeting of each ordinary session, the Coordination Committee shall elect a Chairman and two Vice-Chairmen.

(2) (a) At each ordinary session of odd number [1st, 3rd, 5th, etc.], the Chairman and the second Vice-Chairman shall be elected from among the delegates of the ordinary members of the Executive Committee of the Paris Union and the first Vice-Chairman shall be elected from among the delegates of the ordinary members of the Executive Committee of the Berne Union, provided that as long as the number of associate members of the Executive Committee of the Paris Union is four or more, the second Vice-Chairman shall be elected from among the delegates of the said associate members.

(b) At each ordinary session of even number [2nd, 4th, 6th, etc.], the Chairman and the second Vice-Chairman shall be elected from among the delegates of the ordinary members of the Executive Committee of the Berne Union and the first Vice-Chairman shall be elected from among the delegates of the ordinary members of the Executive Committee

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<sup>5</sup> Editor's Note: As a consequence of the discontinuation of the Conference of Representatives of the Paris Union and of the Conference of Representatives of the Berne Union (see document A/35/15, paragraphs 135 and 136), the category of associate member no longer exists. The references to associate members, including preceding and subsequent references in these special rules of procedure, have therefore ceased to apply.

of the Paris Union, provided that as long as the number of associate members of the Executive Committee of the Berne Union is four or more, the second Vice-Chairman shall be elected from among the delegates of the said associate members.

Rule 4: Separate Voting

(1) When a vote is not unanimous and it is necessary to know the respective decisions or opinions of ordinary members, associate members, and ad hoc members, the vote shall be taken again separately within each of the groups.

(2) When any question is clearly not within the competence of all the groups of members, the vote shall be taken only within the competent group or groups.

Rule 5: Publication of the Report<sup>6</sup>

The report on the work of each session, or a summary drawn up by the International Bureau, shall be published in the reviews La Propriété industrielle, Industrial Property, Le Droit d'Auteur, and Copyright.

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<sup>6</sup> Editor's Note: The reviews La Propriété industrielle, Industrial Property, Le Droit d'Auteur, and Copyright were discontinued in June 1998. The report on the work of each session is published on the WIPO website.

#### 4. PARIS UNION ASSEMBLY

##### RULES OF PROCEDURE adopted on September 28, 1970

###### Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Assembly of the Paris Union shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

###### Rule 2: Draft Agenda

For the ordinary sessions of the Assembly of the Paris Union, the Director General shall prepare the draft agenda according to the instructions of the Executive Committee of the Paris Union.

###### Rule 3: Election of Ordinary Members of the Executive Committee of the Paris Union

(1) The members of the Executive Committee elected by the Assembly of the Paris Union shall be called ordinary members of that Committee.

(2) Ordinary members of the Executive Committee may be re-elected, but only up to a maximum of two-thirds of such members.

(3) Except where the procedure provided for in Article 34(1) of the General Rules of Procedure is observed, election shall take place in the following manner: the member States shall be called in the alphabetical order of their names in French, after the letter of the alphabet at which the roll-call is to start shall have been drawn by lot; on the calling of the name of each State, the Assembly shall decide whether or not it is re-elected; if necessary, the States last called shall be excluded from re-election if such exclusion is required to ensure that the proportion of two-thirds shall not be exceeded; the Assembly shall then elect the number of new members required to attain the total number to be elected.

###### Rule 4: Decisions when a Quorum is not Reached

(1) In the case referred to in Article 13(4)(c) of the Paris Convention, the Director General shall immediately communicate those decisions which have not yet taken effect to the States members of the Assembly of the Paris Union which were not represented at the session, together with the report of the session and whatever additional explanations may be necessary.

(2) The period of three months allowed to them to express their vote or abstention shall run from the date on which the communication was sent. Replies shall be taken into consideration only if they reach the Director General within the period allowed.



(3) Replies must come either from the Ministry of Foreign Affairs or from the competent authority of the State in question.

Rule 5: Publication of the Report<sup>7</sup>

The report on the work of each session, or a summary drawn up by the International Bureau, shall be published in the reviews La Propriété industrielle and Industrial Property.

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<sup>7</sup> Editor's Note: The reviews La Propriété industrielle and Industrial Property were discontinued in June 1998. The report on the work of each session is published on the WIPO website.

5. PARIS UNION EXECUTIVE COMMITTEE

RULES OF PROCEDURE  
adopted on September 28, 1970

Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Executive Committee of the Paris Union shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

Rule 2: Composition

(1) The Executive Committee of the Paris Union shall be composed of ordinary members, associate members, and Switzerland in the capacity of ex officio ordinary member.

(2) Ordinary members shall be the States elected by the Assembly of the Paris Union.

(3) Associate members shall be the States elected by the Conference of Representatives of the Paris Union.<sup>8</sup>

Rule 3: Officers

The Chairman and the two Vice-Chairmen of the Executive Committee of the Paris Union shall be elected from among the delegates of the ordinary members. However, as long as the number of associate members is four or more, the second Vice-Chairman shall be elected from among the delegates of associate members.

Rule 4: Associate Members<sup>9</sup>

(1) Associate members of the Executive Committee of the Paris Union shall take part in the debates of that body in an advisory capacity, and shall express opinions on matters within its competence.

(2) Associate members of the Executive Committee of the Paris Union shall be members of the Coordination Committee in the same capacity. They shall take part in the debates of that body in an advisory capacity, and shall express opinions on matters within its competence. In particular, they shall advise the Swiss Government, acting as supervisory authority, on administrative and financial questions and other matters of common interest, particularly in the cases provided for in the Staff Regulations and Financial Regulations.

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<sup>8</sup> Editor's Note: As a consequence of the discontinuation of the Conference of Representatives of the Paris Union (see document A/35/15, paragraph 135), the category of associate member no longer exists. The references to associate members in these special rules of procedure, including preceding and subsequent references, have therefore ceased to apply.

<sup>9</sup> See note 8.

Rule 5: Separate Voting

(1) When the vote is not unanimous and it is necessary to know the respective decisions or opinions of the ordinary members and the associate members of the Executive Committee of the Paris Union, the vote shall be taken again separately within these two groups of members.

(2) When any question is clearly not within the competence of both groups of members, the vote shall be taken only within the competent group.

Rule 6: Publication of the Report<sup>10</sup>

The report on the work of each session, or a summary drawn up by the International Bureau, shall be published in the reviews La Propriété industrielle and Industrial Property.

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<sup>10</sup> Editor's Note: The reviews La Propriété industrielle and Industrial Property were discontinued in June 1998. The report on the work of each session is published on the WIPO website.

6. BERNE UNION ASSEMBLY

RULES OF PROCEDURE  
adopted on September 28, 1970

Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Assembly of the Berne Union shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

Rule 2: Draft Agenda

For the ordinary sessions of the Assembly of the Berne Union, the Director General shall prepare the draft agenda according to the instructions of the Executive Committee of the Berne Union.

Rule 3: Election of Ordinary Members of the Executive Committee of the Berne Union

(1) Members of the Executive Committee elected by the Assembly of the Berne Union shall be called ordinary members of that Committee.

(2) Ordinary members of the Executive Committee thus elected may be re-elected, but only up to a maximum of two-thirds of such members.

(3) Except where the procedure provided for in Article 34(1) of the General Rules of Procedure is observed, election shall take place in the following manner: the member States shall be called in the alphabetical order of their names in French, after the letter of the alphabet at which the roll-call is to start shall have been drawn by lot; on the calling of the name of each State, the Assembly shall decide whether or not it is re-elected; if necessary, the States last called shall be excluded from re-election if such exclusion is required to ensure that the proportion of two-thirds shall not be exceeded; the Assembly shall then elect the number of new members required to attain the total number to be elected.

Rule 4: Decisions when a Quorum is not Reached

(1) In the case referred to in Article 22(3)(c) of the Berne Convention, the Director General shall immediately communicate those decisions which have not yet taken effect to the States members of the Assembly of the Berne Union which were not represented at the session, together with the report of the session and whatever additional explanations may be necessary.

(2) The period of three months allowed to them to express their vote or abstention shall run from the date on which the communication was sent. Replies shall be taken into consideration only if they reach the Director General within the period allowed.

(3) Replies shall come either from the Ministry of Foreign Affairs or from the competent authority of the State in question.

Rule 5:      Publication of the Report<sup>11</sup>

The report on the work of each session, or a summary drawn up by the International Bureau, shall be published in the reviews Le Droit d'Auteur and Copyright.

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<sup>11</sup> Editor's Note: The reviews Le Droit d'Auteur and Copyright were discontinued in June 1998. The report on the work of each session is published on the WIPO website.

7. BERNE UNION EXECUTIVE COMMITTEE

RULES OF PROCEDURE  
adopted on September 28, 1970,  
and amended on October 24, 1979

Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Executive Committee of the Berne Union shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

Rule 2: Composition

(1) The Executive Committee of the Berne Union shall be composed of ordinary members, associate members, and Switzerland in the capacity of ex officio ordinary member.

(2) Ordinary members shall be the States elected by the Assembly of the Berne Union.

(3) Associate members shall be the States elected by the Conference of Representatives of the Berne Union.<sup>12</sup>

Rule 3: Officers

(1) At the first meeting of each session, the Executive Committee of the Berne Union shall elect a Chairman and two Vice-Chairmen.

(2) The officers thus elected shall remain in office until the election of new officers.

(3) The outgoing Chairman and Vice-Chairmen shall not be immediately eligible for re-election to the office that they have held, except where the election takes place at an extraordinary session.

(4) The Chairman and the two Vice-Chairmen of the Executive Committee of the Berne Union shall be elected from among the delegates of the ordinary members. However, as long as the number of associate members is four or more, the second Vice-Chairman shall be elected from among the delegates of associate members.

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<sup>12</sup> Editor's Note: As a consequence of the discontinuation of the Conference of Representatives of the Berne Union (see document A/35/15, paragraph 136), the category of associate member no longer exists. The references to associate members in these special rules of procedure, including preceding and subsequent references, have therefore ceased to apply.

Rule 4: Associate Members<sup>13</sup>

(1) Associate members of the Executive Committee of the Berne Union shall take part in the debates of that body in an advisory capacity, and shall express opinions on matters within its competence.

(2) Associate members of the Executive Committee of the Berne Union shall be members of the Coordination Committee in the same capacity. They shall take part in the debates of that body in an advisory capacity, and shall express opinions on matters within its competence. In particular, they shall advise the Swiss Government, acting as supervisory authority, on administrative and financial questions and other matters of common interest, particularly in the cases provided for in the Staff Regulations and Financial Regulations.

Rule 5: Separate Voting

(1) When the vote is not unanimous and it is necessary to know the respective decisions or opinions of the ordinary members and the associate members of the Executive Committee of the Berne Union, the vote shall be taken again separately within these two groups of members.

(2) When any question is clearly not within the competence of both groups of members, the vote shall be taken only within the competent group.

Rule 6: Publication of the Report<sup>14</sup>

The report on the work of each session, or a summary drawn up by the International Bureau, shall be published in the reviews Le Droit d'Auteur and Copyright.

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<sup>13</sup> See note 12.

<sup>14</sup> Editor's Note: The reviews Le Droit d'Auteur and Copyright were discontinued in June 1998. The report on the work of each session is published on the WIPO website.

8. MADRID UNION ASSEMBLY

RULES OF PROCEDURE  
adopted on October 2, 1971,  
and amended on November 27, 1973,  
and on December 15, 1983

Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Assembly of the Madrid Union shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

Rule 2: Decisions When a Quorum is Not Reached

(1) In the case referred to in Article 10(3)(c) of the Stockholm Act of the Madrid Agreement (Marks), the Director General shall immediately communicate those decisions which have not yet taken effect to the States members of the Assembly of the Madrid Union which were not represented at the session, together with the report of the session and whatever additional explanations may be necessary.

(2) The period of three months allowed to them to express their vote or abstention shall run from the date on which the communication was sent. Replies shall be taken into consideration only if they reach the Director General within the period allowed.

(3) Replies must come either from the Ministry of Foreign Affairs or from the competent authority of the State in question.

Rule 3: Expenses

(1) The travel and subsistence expenses of one delegate of each member State shall be borne by the Madrid Union under the following conditions:

(a) On presentation of the used ticket, the net cost of the rail or air fare (first class) shall be refunded;<sup>15</sup>

(b) Daily subsistence allowances shall be those specified in the United Nations schedule; the number of daily subsistence allowances paid shall correspond to the number of days required for the session, plus one day;

(c) The fixed sum paid for terminal expenses shall be that specified by the WIPO Staff Regulations and Staff Rules.

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<sup>15</sup> Editor's Note: In line with decisions of the WIPO Program and Budget Committee, travel expenses are based on business or economy air fare classes, depending upon the duration of the flight; furthermore, travel tickets may be purchased by the Secretariat on request (instead of being refunded on presentation of the used ticket).



(2) Delegates receiving such allowances must state in writing that their travel or subsistence expenses are not refunded from other sources.

Rule 4: Publication of the Report<sup>16</sup>

The report on the work of each session, or a summary drawn up by the International Bureau, shall be published in the reviews La Propriété industrielle and Industrial Property, and, where appropriate, in the review Les Marques internationales.

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<sup>16</sup> Editor's Note: The reviews La Propriété industrielle and Industrial Property were discontinued in June 1998 and the review Les Marques internationales was discontinued in April 1996. The report on the work of each session is published on the WIPO website.

9. HAGUE UNION ASSEMBLY

RULES OF PROCEDURE  
adopted on September 27, 1976,  
and amended on May 28, 1979, and  
on October 1, 1985

Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Assembly of the Hague Union shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

Rule 2: Decisions When a Quorum is Not Reached

(1) In the case referred to in Article 2(3)(c) of the Complementary Act of Stockholm of 1967, the Director General shall immediately communicate those decisions which have not yet taken effect to the States members of the Assembly of the Hague Union which were not represented at the session, together with the report of the session and whatever additional explanations may be necessary.

(2) The period of three months allowed to them to express their vote or abstention shall run from the date on which the communication was sent. Replies shall be taken into consideration only if they reach the International Bureau within the period allowed.

(3) Replies shall come from the Ministry of Foreign Affairs or the competent authority of the State in question.

Rule 2bis: Adoption and Amendment of Certain Provisions of the Regulations

Only the States bound by the 1960 Act shall have the right to vote on the adoption or on any amendment of the provisions of the Regulations under the Hague Agreement which concern the implementation of the said 1960 Act.

Rule 3: Publication of the Report<sup>17</sup>

The report on the work of each session, or a summary drawn up by the International Bureau, shall be published in the reviews La Propriété industrielle and Industrial Property.

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<sup>17</sup> Editor's Note: The reviews La Propriété industrielle and Industrial Property were discontinued in June 1998. The report on the work of each session is published on the WIPO website.

10. NICE UNION ASSEMBLY

RULES OF PROCEDURE  
adopted on September 28, 1970

Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Assembly of the Nice Union shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

Rule 2: Decisions When a Quorum is Not Reached

(1) In the case referred to in Article 5(3)(c) of the Nice Agreement, the Director General shall immediately communicate those decisions which have not yet taken effect to the States members of the Assembly of the Nice Union which were not represented at the session, together with the report of the session and whatever additional explanations may be necessary.

(2) The period of three months allowed to them to express their vote or abstention shall run from the date on which the communication was sent. Replies shall be taken into consideration only if they reach the Director General within the period allowed.

(3) Replies shall come from the Ministry of Foreign Affairs or the competent authority of the State in question.

Rule 3: Publication of the Report<sup>18</sup>

The report on the work of each session, or a summary drawn up by the International Bureau, shall be published in the reviews La Propriété industrielle and Industrial Property.

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<sup>18</sup> Editor's Note: The reviews La Propriété industrielle and Industrial Property were discontinued in June 1998. The report on the work of each session is published on the WIPO website.

11. LISBON UNION ASSEMBLY

RULES OF PROCEDURE  
adopted on November 27, 1973

Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Assembly of the Lisbon Union shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

Rule 2: Decisions When a Quorum is Not Reached

(1) In the case referred to in Article 9(3)(c) of the Stockholm Act of the Lisbon Agreement, the Director General shall immediately communicate those decisions which have not yet taken effect to the States members of the Assembly of the Lisbon Union which were not represented at the session, together with the report of the session and whatever additional explanations may be necessary.

(2) The period of three months allowed to them to express their vote or abstention shall run from the date on which the communication was sent. Replies shall be taken into consideration only if they reach the Director General within the period allowed.

(3) Replies must come either from the Ministry of Foreign Affairs or from the competent authority of the State in question.

Rule 3: Publication of the Report<sup>19</sup>

The report on the work of each session, or a summary drawn up by the International Bureau, shall be published in the reviews La Propriété industrielle and Industrial Property.

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<sup>19</sup> Editor's Note: The reviews La Propriété industrielle and Industrial Property were discontinued in June 1998. The report on the work of each session is published on the WIPO website.

## 12. LOCARNO UNION ASSEMBLY

### RULES OF PROCEDURE adopted on October 2, 1971

#### Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Assembly of the Locarno Union shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

#### Rule 2: Decisions When a Quorum is Not Reached

(1) In the case referred to in Article 5(3)(c) of the Locarno Agreement, the Director General shall immediately communicate those decisions which have not yet taken effect to the States members of the Assembly of the Locarno Union which were not represented at the session, together with the report of the session and whatever additional explanations may be necessary.

(2) The period of three months allowed to them to express their vote or abstention shall run from the date on which the communication was sent. Replies shall be taken into consideration only if they reach the Director General within the period allowed.

(3) Replies must come either from the Ministry of Foreign Affairs or from the competent authority of the State in question.

#### Rule 3: Publication of the Report<sup>20</sup>

The report on the work of each session, or a summary drawn up by the International Bureau, shall be published in the reviews La Propriété industrielle and Industrial Property.

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<sup>20</sup> Editor's Note: The reviews La Propriété industrielle and Industrial Property were discontinued in June 1998. The report on the work of each session is published on the WIPO website.

13. IPC (INTERNATIONAL PATENT CLASSIFICATION) UNION ASSEMBLY

RULES OF PROCEDURE  
adopted on October 9, 1975

Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Assembly of the IPC Union (hereinafter called "the Assembly") shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions of the Strasbourg Agreement of 1971, by the resolution of the Assembly of October 7, 1975, and by the provisions set forth hereinafter.

Rule 2: Decisions When a Quorum is Not Reached

(1) In the case referred to in Article 7(3)(c) of the Strasbourg Agreement of 1971, the Director General shall immediately communicate those decisions which have not yet taken effect to the States members of the Assembly which were not represented at the session, together with the report of the session and whatever additional explanations may be necessary.

(2) The period of three months allowed to them to express their vote or abstention shall run from the date on which the communication was sent. Replies shall be taken into consideration only if they reach the International Bureau within the period allowed.

(3) Replies shall come from the Ministry of Foreign Affairs or the competent authority of the State in question.

Rule 3: Special Observers

(1) Any State member of the Paris Union which is not a member of the IPC Union but which has pledged special contributions to defray the expenses of the IPC Union in a given year shall, during that year, have the status of special observer in all sessions of the Assembly and of any committee or working group established by the Assembly.

(2) Any special observer shall have the right to make proposals in any of the sessions referred to in paragraph (1).

Rule 4: Publication of the Report<sup>21</sup>

The report on the work of each session, or a summary drawn up by the International Bureau, shall be published in the reviews La Propriété industrielle and Industrial Property.

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<sup>21</sup> Editor's Note: The reviews La Propriété industrielle and Industrial Property were discontinued in June 1998. The report on the work of each session is published on the WIPO website.

14. PCT (PATENT COOPERATION TREATY) UNION ASSEMBLY

RULES OF PROCEDURE  
adopted on April 10, 1978, and  
amended on February 3, 1984

Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Assembly of the International Patent Cooperation (PCT) Union shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

Rule 2: Special Observers

Intergovernmental authorities having the power to grant patents effective in one or more States members of the PCT Union shall be invited as "special observers" to all sessions of the Assembly. They shall have the same rights in the sessions of the Assembly as States members of the Assembly, except the right to vote.

Rule 3: Draft Agenda

The draft agenda of each session shall be drawn up by the Director General. In the case of ordinary sessions, such draft shall follow the instructions of the Executive Committee once the Executive Committee is established (see PCT Articles 53(9) and 54(6)(a)). In the case of extraordinary sessions, the said draft shall include the item or items mentioned in the request referred to in Article 53(11)(b) of the Patent Cooperation Treaty.

Rule 4: Publication of the Report<sup>22</sup>

The report on the work of each session, or a summary drawn up by the International Bureau, shall be published in the Gazette of the PCT Union and in the reviews of the World Intellectual Property Organization La Propriété industrielle and Industrial Property.

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<sup>22</sup> Editor's Note: The reviews La Propriété industrielle and Industrial Property were discontinued in June 1998. The report on the work of each session is published on the WIPO website.

15. BUDAPEST UNION ASSEMBLY

RULES OF PROCEDURE  
adopted on September 22, 1980

Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Assembly of the Union for the International Recognition of the Deposit of Microorganisms for the Purposes of Patent Procedure (Budapest Union) shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

Rule 2: Publication of the Report<sup>23</sup>

The report on the work of each session of the Assembly referred to in Rule 1, or a summary drawn up by the International Bureau, shall be published in the reviews La Propriété industrielle and Industrial Property.

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<sup>23</sup> Editor's Note: The reviews La Propriété industrielle and Industrial Property were discontinued in June 1998. The report on the work of each session is published on the WIPO website.



16. VIENNA UNION ASSEMBLY

RULES OF PROCEDURE  
adopted on October 1, 1985

Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Assembly of the Vienna Union shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

Rule 2: Decisions When a Quorum is Not Reached

(1) In the case referred to in Article 7(3)(c) of the Vienna Agreement, the Director General shall immediately communicate those decisions which have not yet taken effect to the States members of the Assembly of the Vienna Union which were not represented at the session, together with the report of the session and whatever additional explanations may be necessary.

(2) The period of three months allowed to them to express their vote or abstention shall run from the date on which the communication was sent. Replies shall be taken into consideration only if they reach the Director General within the period allowed.

(3) Replies must come either from the Ministry of Foreign Affairs or from the competent authority of the State in question.

Rule 3: Publication of the Report<sup>24</sup>

The report on the work of each session of the Assembly, or a summary drawn up by the International Bureau, shall be published in the reviews La Propriété industrielle and Industrial Property.

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<sup>24</sup> Editor's Note: The reviews La Propriété industrielle and Industrial Property were discontinued in June 1998. The report on the work of each session is published on the WIPO website.

## 17. WIPO COPYRIGHT TREATY ASSEMBLY

### RULES OF PROCEDURE adopted on October 1, 2002

#### Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Assembly of the WIPO Copyright Treaty (WCT) shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

#### Rule 2: Delegations

(1) Each State member of a body shall be represented by one or more delegates, who may be assisted by alternates, advisors, and experts.

(2) Any intergovernmental organization which becomes a party to the WCT in accordance with Article 17(2) or (3) of that Treaty shall be deemed a delegation, and shall accrue the same benefits as a State delegation, in accordance with the provisions of these rules.

(3) Each delegation shall have a head of delegation.

(4) Any alternate, advisor or expert may act as delegate by orders of the head of his delegation.

(5) Each delegate or alternate shall be accredited by the competent authority of the State or intergovernmental organization which he represents. The Director General shall be notified of the appointment of delegates and alternates in a letter, note or telegram, issuing preferably from the Ministry of Foreign Affairs, or the competent authority of the intergovernmental organization.

#### Rule 3: Voting

(1) Proposals and amendments submitted by a delegation shall be put to the vote only if they are supported by at least one other delegation.

(2) Any Contracting Party that is an intergovernmental organization may participate in the vote, in place of its Member States, with a number of votes equal to the number of its Member States which are party to this Treaty. No such intergovernmental organization shall participate in the vote if any one of its Member States exercises its right to vote and vice versa.

## 18. WIPO PERFORMANCES AND PHONOGRAMS TREATY ASSEMBLY

### RULES OF PROCEDURE adopted on October 1, 2002

#### Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Assembly of the WIPO Performances and Phonograms Treaty (WPPT) shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

#### Rule 2: Delegations

(1) Each State member of a body shall be represented by one or more delegates, who may be assisted by alternates, advisors, and experts.

(2) Any intergovernmental organization which becomes a party to the WPPT in accordance with Article 26(2) or (3) of that Treaty shall be deemed a delegation, and shall accrue the same benefits as a State delegation, in accordance with the provisions of these rules.

(3) Each delegation shall have a head of delegation.

(4) Any alternate, advisor or expert may act as delegate by orders of the head of his delegation.

(5) Each delegate or alternate shall be accredited by the competent authority of the State or intergovernmental organization which he represents. The Director General shall be notified of the appointment of delegates and alternates in a letter, note or telegram, issuing preferably from the Ministry of Foreign Affairs, or the competent authority of the intergovernmental organization.

#### Rule 3: Voting

(1) Proposals and amendments submitted by a delegation shall be put to the vote only if they are supported by at least one other delegation.

(2) Any Contracting Party that is an intergovernmental organization may participate in the vote, in place of its Member States, with a number of votes equal to the number of its Member States which are party to this Treaty. No such intergovernmental organization shall participate in the vote if any one of its Member States exercises its right to vote and vice versa.

## 19. PATENT LAW TREATY ASSEMBLY

### RULES OF PROCEDURE adopted on October 5, 2005

#### Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Assembly of the Patent Law Treaty (PLT) shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

#### Rule 2: Delegations

(1) Each State member of a body shall be represented by one or more delegates, who may be assisted by alternates, advisors, and experts.

(2) Any intergovernmental organization which becomes a party to the PLT in accordance with Article 20(2) or (3) of that Treaty shall be deemed a delegation, and shall enjoy, in the Assembly, the same rights as a State delegation, in accordance with the provisions of these rules.

(3) Each delegation shall have a head of delegation.

(4) Any alternate, advisor or expert may act as delegate by orders of the head of the delegation.

(5) Each delegate or alternate shall be accredited by the competent authority of the State or intergovernmental organization which he represents. The Director General shall be notified of the appointment of delegates and alternates in writing, issuing preferably from either the Ministry of Foreign Affairs or the competent authority of the intergovernmental organization.

#### Rule 3: Voting

(1) Proposals and amendments submitted by a delegation shall be put to the vote only if they are supported by at least one other delegation.

(2) Any Contracting Party that is an intergovernmental organization may participate in the vote, in place of its Member States, with a number of votes equal to the number of its Member States which are party to this Treaty. No such intergovernmental organization shall participate in the vote if any one of its Member States exercises its right to vote and vice versa. In addition, no such intergovernmental organization shall participate in the vote if any one of its Member States party to this Treaty is a Member State of another such intergovernmental organization and that other intergovernmental organization participates in that vote.

## 20. SINGAPORE TREATY ASSEMBLY

### RULES OF PROCEDURE adopted on October 1, 2009

#### Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Assembly of the Singapore Treaty on the Law of Trademarks (the Singapore Treaty) shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

#### Rule 2: Delegations

(1) Each State member of a body shall be represented by one or more delegates, who may be assisted by alternates, advisors, and experts.

(2) Any intergovernmental organization which becomes a party to the Singapore Treaty in accordance with Article 26(1)(ii) of that Treaty shall be deemed a delegation, and shall enjoy, in the Assembly, the same rights as a State delegation, in accordance with the provisions of these rules.

(3) Each delegation shall have a head of delegation.

(4) Any alternate, advisor or expert may act as delegate by orders of the head of his delegation.

(5) Each delegate or alternate shall be accredited by the competent authority of the State or intergovernmental organization which he or she represents. The Director General shall be notified of the appointment of delegates and alternates in writing, issuing preferably from the Ministry of Foreign Affairs, or the competent authority of the intergovernmental organization.

#### Rule 3: Voting

(1) Proposals and amendments submitted by a delegation shall be put to the vote only if they are supported by at least one other delegation.

(2) Any Contracting Party that is an intergovernmental organization may participate in the vote, in place of its Member States, with a number of votes equal to the number of its Member States which are party to this Treaty. No such intergovernmental organization shall participate in the vote if any one of its Member States exercises its right to vote and vice versa. In addition, no such intergovernmental organization shall participate in the vote if any one of its Member States party to this Treaty is a Member State of another such intergovernmental organization and that other intergovernmental organization participates in that vote.

## 21. MARRAKESH TREATY ASSEMBLY

### RULES OF PROCEDURE adopted on October 11, 2016

#### Rule 1: Application of the General Rules of Procedure

The Rules of Procedure of the Assembly of the Marrakesh Treaty to Facilitate Access to Published Works for Persons Who Are Blind, Visually Impaired or Otherwise Print Disabled (the Marrakesh Treaty) shall consist of the General Rules of Procedure of WIPO, supplemented and amended by the provisions set forth hereinafter.

#### Rule 2: Officers

(1) The Assembly shall elect a Chair and two Vice-Chairs, who shall remain in office for two ordinary sessions, until the election of new officers.

(2) The outgoing Chair and Vice-Chair shall not be immediately eligible for reelection to the office which they have held.

#### Rule 3: Delegations

(1) Each State member of a body shall be represented by one or more delegates, who may be assisted by alternates, advisors, and experts.

(2) Any intergovernmental organization that becomes a party to the Marrakesh Treaty in accordance with Article 15(2) of that Treaty shall be deemed a delegation, and shall enjoy, in the Assembly, the same rights as a State delegation, except as otherwise provided in these rules.

(3) Each delegation shall have a head of delegation.

(4) Any alternate, advisor or expert may act as delegate by orders of the head of his or her delegation.

(5) Each delegate or alternate shall be accredited by the competent authority of the State or intergovernmental organization which he or she represents. The Director General shall be notified of the appointment of delegates and alternates in writing, issuing preferably from the Ministry of Foreign Affairs, or the competent authority of the intergovernmental organization.

#### Rule 4: Voting

(1) Proposals and amendments submitted by a delegation shall be put to the vote only if they are supported by at least one other delegation.

(2) Each Contracting Party that is a State shall have one vote and shall vote in its own name.

(3) Any Contracting Party that is an intergovernmental organization may participate in the vote, in place of its Member States, with a number of votes equal to the number of its Member States that are party to this Treaty. No such intergovernmental organization shall participate in the vote if any one of its Member States exercises its right to vote and vice versa. In addition, no such intergovernmental organization shall participate in the vote if any one of its Member States party to this Treaty is a Member State of another such intergovernmental organization and that other intergovernmental organization participates in that vote.

Rule 5: Quorum

One-half of the States members of the Marrakesh Treaty Assembly shall constitute a quorum.

Rule 6: Convocation of Extraordinary Sessions

The Assembly shall meet in extraordinary session upon convocation by the Director General at the request of one-fourth of the States members of the Assembly.

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