

# WIPO



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WORLD INTELLECTUAL PROPERTY ORGANIZATION  
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**GOVERNING BODIES OF WIPO  
AND THE UNIONS ADMINISTERED BY WIPO**

**Twenty-Fifth Series of Meetings  
Geneva, September 26 to October 4, 1994**

SPECIAL RULES OF PROCEDURE  
OF THE GOVERNING BODIES

Compilation prepared by the International Bureau

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The rules governing the procedure of the Governing Bodies of WIPO and 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 Rev.3.) and, for each Governing Body, a distinct set of rules, called "Special Rules of Procedure."

The present document is a collection of the Special Rules of Procedure of the 7 Governing Bodies which will meet from September 26 to October 4, 1994.

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1. WIPO GENERAL ASSEMBLY

RULES OF PROCEDURE  
adopted on September 28, 1970

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

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.

Rule 5: Publication of the Report

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.

2. 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.

(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 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

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.

3. 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

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.

4. 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 members.

(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.

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

(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.



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

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.

5. 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

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.

6. 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.

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.

Rule 4: Associate Members

(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

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.

7. 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)(c) of the Patent Cooperation Treaty.

Rule 4: Publication of the Report

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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