

Joint Convention on the Safety of Spent Fuel Management  
and on the Safety of Radioactive Waste Management

Fourth Extraordinary Meeting of the Contracting Parties

4 to 6 May 2022, Vienna, Austria

FINAL SUMMARY REPORT

Mr. Hans Wanner, President  
Mr. Thiagan Pather, Vice-President  
Ms. Mina Golshan, Vice-President  
Vienna, May 2022

# **Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management (Joint Convention)**

## **Fourth Extraordinary Meeting of the Contracting Parties**

**4 – 6 May 2022, Vienna, Austria**

### **SUMMARY REPORT**

1. The Fourth Extraordinary Meeting of the Contracting Parties to the Joint Convention was held at the IAEA's Headquarters from 4 to 6 May 2022.
2. 61 Contracting Parties participated in the Extraordinary Meeting, namely: Argentina, Armenia, Australia, Austria, Belarus, Belgium, Bosnia and Herzegovina, Brazil, Bulgaria, Canada, Chile, China, Croatia, Cuba, Czech Republic, Estonia, EURATOM, Finland, France, Germany, Ghana, Hungary, Indonesia, Ireland, Italy, Japan, Jordan, Korea (Republic of), Kyrgyzstan, Lesotho, Lithuania, Luxembourg, Malta, Mexico, Montenegro, Morocco, Netherlands, Niger, Nigeria, Norway, Oman, Peru, Poland, Portugal, Romania, Russian Federation, Saudi Arabia, Serbia, Slovakia, Slovenia, South Africa, Spain, Sweden, Switzerland, Thailand, Ukraine, United Arab Emirates, United Kingdom, United States of America, Uruguay, Zimbabwe.
3. The Contracting Parties had previously agreed for the Presidency of the Seventh Review Meeting to act as the Presidency of the Fourth Extraordinary Meeting. Accordingly, Mr Hans Wanner from Switzerland presided over the Extraordinary Meeting. The Vice-President of the Seventh Review Meeting, Ms Mina Golshan from the United Kingdom, could not attend the meeting and apologised for that.
4. The Meeting was opened by Ms Elena Buglova, Acting Deputy Director General for the Department of Nuclear Safety and Security of the International Atomic Energy Agency (IAEA), who welcomed all Contracting Parties.
5. The provisional agenda for the Meeting, document JC/EM.4/01/Rev.2, had been distributed to the Contracting Parties and was adopted (see Annex 1).
6. The Meeting examined the credentials of delegates and accepted the credentials thus far submitted and, in accordance with the established practice, allowed the delegates for whom proper credentials had not yet been received to participate in the work of the Meeting on the understanding that they would submit credentials in due form as soon as possible, preferably before the end of the Meeting.
7. The President informed the Contracting Parties that, according to the Secretariat's records, there was one late ratifier who did not attend, and that there was no request from Intergovernmental Organizations to attend this Extraordinary Meeting as observers.
8. The Contracting Parties received a Status Report on the deliberations of the Working Group to prepare for the Fourth Extraordinary Meeting. The Alternate of the Chairperson of the Working Group, Mr Douglas Tonkay from the USA, summarized the outcome of the activities of the Working Group.

9. The following seven proposals, discussed within the Working Group, were further considered by Contracting Parties at the Extraordinary Meeting.

JC/EM4/P01 To optimise the time allocations and use of time in Country Group Sessions, and in the plenary for improved peer review

JC/EM4/P02 Nomination and Selection of Country Group Officers for the Joint Convention Review Meetings

JC/EM4/P03 Procedural Mechanisms – Country Group Officer Responsibilities

JC/EM4/P04 New Table or Matrix Summarizing Contracting Parties' Current Activities/Programme Status

JC/EM4/P05 Enhancing the Peer Review Process in the Country Group Sessions and during the Second Week of the Review Meeting

JC/EM4/P06 Enhancing the Peer Review Process by improving the mechanisms for assigning Contracting Parties to Country Groups

JC/EM4/P07 To address technical discrepancies and inconsistencies in the Joint Convention guideline documents

10. Proposals JC/EM4/P01 and JC/EM4/P02 were adopted and the changes to the relevant guidance documents are included as Annex 2 and Annex 3 respectively. The implementation of adopted proposals will start with the Eighth Review Cycle.

11. Proposals JC/EM4/P03 - JC/EM4/P06 were not adopted as presented. There was a constructive discussion on each proposal and a general expectation that modified proposals may be submitted for further consideration at the Seventh Review Meeting.

12. The Joint Convention Seventh Review Meeting Presidency, in consultation with the Secretariat, will revise JC/EM.4/P07 for consideration by Contracting Parties at the Seventh Review Meeting. In doing so, due consideration will be given to the following agreed by the Contracting Parties:

- 1) To reflect the current practice that National Reports, comments or questions on National Reports and responses thereon be submitted electronically via the Joint Convention secure website. Additionally, the use of hard copies is to be discouraged.
- 2) Attendance of country group sessions by non-country group members is on a voluntary basis and during discussion in the country group questions and comments from country group members will be given priority. Questions and comments from non-country group members will only be accommodated if time permitted.
- 3) To consistently reflect "Co-ordinator's report" throughout the guidance documents and clarify that the "Co-ordinator's analysis" is part of the "Co-ordinator's report".
- 4) References to the Rapporteur's Report, the Rapporteur's written report, the Rapporteur's daily report, and the Rapporteur's oral report to be clarified in the guidance documents.
- 5) Consultation with technical editors regarding Capitalization of terms in the guidance documents. Terms capitalized within the Joint Convention will continue to be capitalized. The term "open-ended group" will be revised to "open-ended working group", and the term "topic session" will be revised to "topical session".

13. No other proposals were submitted by Contracting Parties in advance of the Fourth Extraordinary Meeting.

14. Following an oral proposal from the Presidency, the Contracting Parties agreed to continue to identify and acknowledge “Areas of Good Performance”, as defined in the Summary Report of the Sixth Review Meeting (para 61), on a trial basis, during the Seventh Review Meeting. Several Contracting Parties proposed formalizing identification and acknowledgment of “Areas of Good Performance”. The Presidency encouraged the Contracting Parties to submit proposals in this regard to the Seventh Review Meeting.

15. The meeting agreed that the Secretariat will undertake an editorial and consistency check of the Information Circular Documents 602, 603 and 604 on the basis of the proposals JC/EM4/P01 and JC/EM4/P02 adopted in this meeting. The Information Circular Documents 602, 603 and 604 in track change mode in English will then be uploaded to the JC secure website for consideration by Contracting Parties by 16 May 2022. Should no objections received by 16 June 2022 from Contracting Parties, these will be translated into Arabic, Chinese, French, Russian and Spanish, and made available on the Joint Convention secure website.

16. The Contracting Parties agreed that the proposals to be considered at the Seventh Review Meeting will be submitted no later than six weeks before the start of the Seventh Review Meeting, i.e., 16 May 2022. Said proposals will be translated into Arabic, Chinese, English, French, Russian and Spanish, and made available on the Joint Convention secure website no later than four weeks before the start of the Seventh Review Meeting, i.e., 30 May 2022.

17. The draft Summary Report was discussed by the Contracting Parties on 6 May 2022 and amended as necessary. The final Summary Report of the Fourth Extraordinary Meeting, document JC/EM.4/07/Rev.1, was approved by consensus of the Contracting Parties and made available to the public pursuant to Article 34 of the Joint Convention.

18. The Contracting Parties further examined a draft version of the President’s Report and provided suggestions for inclusion in it.

## List of Annexes

1. Agenda of the Meeting
2. Approved proposal JC/EM4/P01 To optimise the time allocations and use of time in Country Group Sessions, and in the plenary for improved peer review.
3. Approved proposal JC/EM4/P02 Nomination and Selection of Country Group Officers for the Joint Convention Review Meetings.

## **Annex 1**

**JC/EM.4/01/Rev.2**

### **INTERNATIONAL ATOMIC ENERGY AGENCY**

#### **Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management (Joint Convention)**

#### **Fourth Extraordinary Meeting of the Contracting Parties**

**4–6 May 2022, Vienna, Austria**

**Board Room B/M1, M Building, Vienna International Centre**

#### **PROVISIONAL AGENDA**

1. Opening of the meeting
2. Adoption of the Agenda
3. Credentials of delegates
4. Report on the Outcomes of the Working Group Meetings to Prepare for the Fourth Extraordinary Meeting of the Contracting Parties
5. Possible ways to improve procedural mechanisms of the Joint Convention and eliminate technical discrepancies between existing procedural documents of the Joint Convention
6. Consideration of any other proposals made by Contracting Parties
7. Any other business
8. Discussion and adoption of the Summary Report
9. Examination of the President's Report
10. Closing of the meeting

## **Annex 2**

### **Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management**

#### **Proposal to the Fourth Extraordinary Meeting**

**14-16 February 2022**

**1. Proposal No:**

JC/EM4/P01

**2. Title:**

To optimise the time allocations and use of time in Country Group sessions, and in the plenary for improved peer review.

**3. Proposed by:**

United States of America  
Co-Sponsors: Australia

**4. Contact for proposal:**

Ben McRae, USA  
U.S. Department of Energy (DOE)  
ben.mcrae@hq.doe.gov

**5. Date submitted:**

November 2019

**6. Background and Rationale of the Proposal**

At the first meeting of the Joint Convention Working Group (WG) held in Vienna, 16-18 July 2019, it was noted that as the number of Contracting Parties increases, there is a need to improve efficiency and time management of Country Group sessions.

A variety of suggestions for time management were discussed, including the optimal number of Country Groups considering the time available during the Review Meeting and current number of Contracting Parties, shorter/more focused presentations during Country Group sessions, and shortening the opening plenary session. The WG's view was that the Review Meeting should remain limited to a total of two weeks, with the weekend in between reserved for officers to complete their

work. The WG favoured shortening the opening plenary session, when combined with a shorter lunch break, in order to allow additional Country Group sessions on the first morning of the Review Meeting.

The WG also favoured efficient use of presentation time during National Report review sessions. WG members discussed the schedule of review time within the Country Groups intending to make the reviews more efficient. The outcome from the WG was a suggestion to keep the total time allotted to a CP the same as current practice, but to reallocate time slightly increasing the time for discussion of the National Report following a shorter presentation (see Table 1). The discussion time would also include time for discussion of questions and answers by the CP, prior to other discussion, clarifying questions, etc. The time allowed for the preparation of Rapporteur Report remains unchanged.

Table 1 - Allocation of time within each National Report review session

<b>Programme</b>	<b>Total time allotted</b>	<b>Presentation by Contracting Party (up to 1/4)</b>	<b>Discussion (including Q and A)</b>	<b>Rapporteur report (1/3)</b>
16 largest nuclear power reactor programs	4 hrs	60 minutes	100 minutes	80 minutes
Other nuclear power reactor programs	3 hrs	45 minutes	75 minutes	60 minutes
Research reactor(s), no nuclear power Or Radioactive waste, no spent fuel	2 hrs	30 minutes	50 minutes	40 minutes

The presentation time is reduced from up to a third to up to a quarter of the total time allotted. During this time the CP could briefly summarize basic information on the national programme (including the overview matrix); changes in the national programme (including significant development) since the last Review Meeting; responses to suggestions and challenges from the last Review Meeting; current challenges; and self-identification of good practices and areas of good performance. During the discussion time, the Contracting Party should begin by providing a summary of questions, comments and answers {Ref. INCIRC/603/Rev.7 – Para.39(d)} and other Contracting Parties are encouraged not to repeat questions that have already been asked, but they may ask clarifying questions on the answers previously provided.

Finally, the WG also reviewed the agenda of the closing plenary session. WG members indicated that less time could be dedicated to topical sessions (perhaps one instead of two as done at the 6<sup>th</sup> Review Meeting). The WG noted that the provisional agenda for the plenary sessions of the Review



Meeting is prepared in accordance with Rule 4, Section A.4 of the Attachment to INFCIRC/602/Rev.5 and adopted during the opening plenary session. Limiting the topical session

should allow sufficient time for a technical discussion in the closing plenary session on the overarching common issues and challenges that have been identified through the Country Group reviews. A Vice-President may chair this part of the plenary session.

## **7. Proposal (including new wording if applicable)**

The proposal with respect to time allocation and setting of the agenda for the plenary sessions is threefold.

1. Plenary Session: Limit the time spent in the opening session of plenary to allow for Country Group reviews on the first morning of the Review Meeting. (No change to guidance)
2. Country Review Sessions: Presentations of national reports should be up to ¼ of the time allocated for the Country Review. The time allowed for the preparation of Rapporteur Report should remain unchanged at 1/3 of the time allocated.. The remaining time should be allocated for discussion includes time for discussion of questions and answers by the CP, followed by additional questions, clarifying questions, etc.
3. Closing plenary: Limit the time spent in plenary closing sessions on topical sessions of general interest, by allowing no more than one such session. Use time in closing plenary for detailed and meaningful technical discussions of the identified overarching common issues and challenges of specific interest to the Review Meeting. (No change to guidance)

Proposed wording changes (new wording in red) for Section VI. The Country Group Review Process in INFCIRC/603/Rev.7:

## **VI. The Country Group Review Process**

30. Each Country Group shall allow an appropriate amount of time, not exceeding **4 hours** ~~one full day~~, for the presentation and discussion of each National Report and preparation and finalization of Rapporteurs Report. ~~Reviews of shorter National Reports can be scheduled for half a day, except when interpretation is used in the Country Group session, in which case additional time should be allocated.~~ The total time available for group sessions will have been decided at the Organizational Meeting.

## **VIII. Guidance to Officers on how to Conduct a Country Group Session**

47. (d) that the Chairperson should manage the time available for considering each National Report efficiently to ensure the Country Group optimizes the time for discussion within the allowed time period for the session and to promote a robust and candid discussion in order to identify Good Practices, Suggestions, Challenges and other issues that are important to improving the safety of radioactive waste and spent fuel management. The available time suggested for the review session is up **to one-third quarter** for the presentation, **one-third for the discussion period**, one-third for the preparation of and agreement on the Rapporteur's Daily Report on the session; and **the remainder for discussion including an overview of written questions and answers in a format of the Contracting Party's choice.**

## **8. Joint Convention Document to be amended**

INFCIRC/603/Rev.7, Sections VI. and VIII.

## **Annex 3**

### **Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management**

#### **Proposal to the Fourth Extraordinary Meeting**

**14-16 February 2022**

**1. Proposal No:**

JC/EM4/P02

**2. Title:**

Nomination and *Selection* of Country Group Officers for Joint Convention Review Meetings

**3. Proposed by:**

2nd Meeting of Working Group to Prepare for the Fourth Extraordinary Meeting of the Contracting Parties to the Joint Convention

**4. Contact for proposal:**

Mr Thiagan Pather (South Africa)

**5. Date submitted:**

November 2019

**6. Background and Rationale of the Proposal**

During the Joint Convention Sixth Review Meeting, several Contracting Parties, expressed the need for greater clarity, transparency, fairness and guidance on the process for selection of Country Group Officers. Proposals regarding the mechanisms to be employed in the selection of Country Group Officers had been discussed at the Open Ended Working Group, however there was no consensus on the exact process to be employed at future Joint Convention Organisational Meetings.

Despite further discussion during the plenary session of the 6th Review Meeting, there was still no consensus on the way forward. The summary of the discussions are reflected in paragraph 77 of the Summary report of the 6th Review Meeting.

*“A proposal to address the country group officers election process during the Organizational Meeting, on which consensus had not been achieved during the meeting of the Open Ended Working Group was introduced to the plenary. The need for clarity, certainty and fairness in this process had*

*been recognised, but there was no agreement on the exact mechanism of the process. This proposal was considered to be urgent for the next Review Meeting. During discussion on this point it was also requested that the election process should consider geographical distribution. On the basis of all the discussion, the President concluded it was unlikely to achieve consensus (during the 6th Review Meeting). He proposed that the **Secretariat should develop a draft process for election of officers** that takes into consideration existing practice and the discussions at the Review Meeting. He further suggested that the Secretariat should circulate the draft process in the note circulated to Contracting Parties announcing the Organizational Meeting for the Seventh Joint Convention Review Meeting, indicating that it will be considered together with any other processes used for the election of officers to similar conventions for which the IAEA is the depository. The Organizational Meeting should then consider and decide on how to take the matter forward. This proposal from the President was agreed by the Contracting Parties.”*

An initial proposal, consistent with the request as per paragraph 77 of the Summary Report of the Joint Convention 6th Review Meeting, was presented by the Secretariat at the First Meeting of the Working Group to Prepare for the Fourth Extraordinary Meeting of the Contracting Parties to the Joint Convention (July 2019). The meeting did not achieve consensus on the proposal and tasked South Africa to present a revised proposal to the Second Meeting of the Working Group to Prepare for the Fourth Extraordinary Meeting of the Contracting Parties to the Joint Convention to be held in November 2019.

## **DISCUSSION**

### **PROVISIONS AS PER EXISTING INFCIRC DOCUMENTS**

The election of Country Group officers is guided by the following provisions –

#### **(1) INFCIRC 602 (Rev 5)**

##### **Rule 11**

1. Approximately twelve months prior to each Review Meeting, an Organizational Meeting shall be held. It shall be open for attendance by all Contracting Parties and by late ratifiers.
2. An Organizational Meeting shall, *inter alia*,
  - a. elect the President and Vice-Presidents for the forthcoming Review Meeting;
  - b. establish Country Groups for the forthcoming Review Meeting;
  - c. elect Country Group Co-ordinators, Rapporteurs, Chairpersons and Vice-Chairpersons for the forthcoming Review Meeting, and assign them to the Country Groups so that no Co-ordinator, Rapporteur, Chairperson or Vice-Chairperson is assigned to the Country Group of which his or her country is a member; ...

##### **Rule 12 Officers**

Each Review Meeting shall have the following officers: a President and two Vice-Presidents; a Rapporteur, a Chairperson, a Vice-Chairperson and a Co-ordinator for each Country Group.

##### **Rule 37 Elections**

1. All elections shall be held by secret ballot, unless the Contracting Parties decide otherwise in an election where the number of candidates does not exceed the number of elective places to be filled.

2. When only one elective place is to be filled and no candidate obtains in the first ballot the majority required, a second ballot shall be taken which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot. If in the second ballot the votes are equally divided, the President shall decide between the candidates by drawing lots.
3. When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining the majority required is less than the number of elective places to be filled, there shall be not more than two ballots in respect of each elective place remaining to be filled. If in the first ballot for an unfilled elective place no candidate obtains the majority required, a second ballot shall be taken which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot for that elective place. If in the second ballot for that elective place the votes are equally divided, the President shall decide between the candidates by drawing lots. A candidate who fails to be elected for any one elective place will be eligible for election to any other remaining elective place.

## **(2) INFCIRC 603 (Rev 7)**

### **III.1. Nomination of the President and Vice-President**

7. Not later than three months before the Organizational Meeting, the Secretariat will request Contracting Parties to submit in writing the name of any individual that the Contracting Party is nominating for election to the position of President or Vice-President. Not later than two months before the Organizational Meeting, as part of such nomination, a Contracting Party shall provide, in writing, relevant biographical information on the candidate, the qualifications of the candidate, the issues that should be addressed by the Contracting Parties during the next three years and the position of the candidate on those issues. The Secretariat will circulate the names of candidates for the position of President or Vice-Presidents and materials supporting their candidacy to all Contracting Parties at least one month before the Organizational Meeting.

8. Contracting Parties will endeavour to reach consensus on the President and Vice-Presidents from the candidates nominated in accordance with Paragraph 7.

9. Each candidate for the elective places, or their representative, shall have the opportunity to make a short oral presentation to the Contracting Parties at the Organizational Meeting that addresses the items in the material supporting their candidacy and shall answer questions from the Contracting Parties.

### **III.2. Nomination of Other Officers**

10. Not later than three months before the Organizational Meeting, the Secretariat will request Contracting Parties to submit in writing the name of any individual that the Contracting Party is nominating for election to the position of Chairperson, Vice-Chairperson, Rapporteur, or Co-ordinator. Not later than one month before the Organizational Meeting, a Contracting Party should submit in writing the name of any individual that the Contracting Party is nominating for election to the position of Chairperson, Vice-Chairperson, Rapporteur, or Co-ordinator. The Secretariat will circulate the names of candidates to all Contracting Parties before the Organizational Meeting.

### III.3. Additional Considerations

11. Contracting Parties are encouraged to nominate candidates for the above elective places and to indicate the extent to which the candidates are willing to be considered for other elective places in the event that they are not elected to their first choice.

12. Annex 1 contains a list of desirable qualifications and experience of the above-mentioned officers, and a summary of their duties. Contracting Parties are encouraged to take that information into account when considering nominations as well as other factors such as geographic distribution.

### **PRACTICE AT PAST ORGANISATIONAL MEETINGS**

At earlier Joint Convention Organisational Meeting the process detailed in Rules of Procedures and Financial Rules (INFCIRC/602), and described above, has been followed for election of the Joint Convention President and two Vice-Presidents.

However, in the case of the election of Country Group Officers (Chairpersons, Vice Chairpersons, Co-ordinators and Rapporteurs), the Contracting Parties have by consensus followed a process that did not involve election by secret ballot. This process therefore more closely resembles a selection process rather than an election process.

#### **7. Proposal (including new wording if applicable)**

(1) The current process for election of the JC President and two Vice Presidents as defined by INFCIRC/602/Rev 5 – Rule 11, Rule 12 and Rule 37 as well as INFCIRC/603/Rev 7 Guidelines 7, 8,9 remain unchanged and be used at all future Joint Convention Organisational Meetings.

(2) Rule 11 sub 2 C be revised to reflect

~~elect~~ **select** Country Group Co-ordinators, Rapporteurs, Chairpersons and Vice-Chairpersons for the forthcoming Review Meeting, and assign them to the Country Groups so that no Co-ordinator, Rapporteur, Chairperson or Vice-Chairperson is assigned to the Country Group of which his or her country is a member;

(3) The title of INFCIRC/602/Rev.5. Rule 37 be retitled as **Election President and Vice-Presidents.**

(4) A process of **selection rather than election** be used for all Country Group Officers. A selection process will allow the Contracting Parties more flexibility without the need to undertake the burdensome task of secret ballot for all Country Group Officers.

(5) The existing guidance as per INFCIRC/603/Rev.7 Guidelines 10, 11 and 12 be amended as follows–

- (i) The Secretariat will, not later than 3 months prior to the Organisational Meeting, request written nominations of Country Group Officers (Chairpersons, Vice-Chairpersons, Coordinators and Rapporteurs) from the Contracting Parties.
- (ii) Contracting Parties should indicate the extent to which the nominated candidates would be willing to stand for alternative positions in the event that they are not selected as per their first choice. The number of candidates nominated by each Contracting Party will be limited to a maximum of four.
- (iii) Annex 1 contains a list of desirable qualifications and experience of the Country Group Officers, and a summary of their duties. Contracting Parties are encouraged to take that information into account when considering nominations
- (iv) All written nominations, received by the Secretariat, not later than 1 month prior to the organisational meeting will be circulated to all contracting parties ahead of the organisational meeting.

- (v) During the Organisational Meeting, following the allocation of Contracting Parties into Country Groups, the Country Groups will meet separately and decide within the Country Group on the nominations for Chairpersons, Vice-Chairperson, Rapporteur and Co-ordinator from within that Country Group.
- (vi) Country Groups should decide by consensus from the nominations, submitted one (1) month ahead of the organisational meeting, for each of the four positions.
- (vii) The consensus decision should consider to the extent practicable, geographical distribution and gender diversity ~~and geographical distribution~~. *The suggested number of selected officers per Contracting party should in general not exceed two (2).*
- (viii) In the unlikely event that there are no nominations for a post, the post shall remain vacant and shall be reported as being vacant to the plenary.
- (ix) The remaining un-appointed nominations shall be placed on a separate reserve lists applicable to each of the 4 posts (Chairperson, Vice-Chairperson, Co-ordinator and Rapporteur). The reserve lists shall be coordinated and managed by the Secretariat. Candidates will be allocated to the reserve lists based on the nominations made as per (ii) above.
- (x) On return to Plenary the nominated officers (including vacancies) will be rotated starting with the nominated chairpersons, then vice- chairpersons, Co-ordinators and finally rapporteurs. The rotation in each case will be effected by the President drawing a random number not exceeding the number of Country Groups less one (1).
- (xi) Following the rotation of appointed officers, each Country Group shall be reviewed in turn starting with Country Group 1, to identify existing vacancies.
- (xi) Where a vacancy exists, this vacancy shall be filled by the President drawing a random number representing the names of the remaining un-appointed nominations on the reserve list for the respective role.
- (xii) The vacancies will be filled in the following order of priority –
  - (a) Chairpersons,
  - (b) Vice-Chairpersons
  - (c) Coordinators
  - (d) Rapporteurs
- (xiii) In the event that a nominee is from the Country Group in question, said nominee is ineligible for consideration in the case of that vacancy.
- (xiv) In the case where there is a vacancy and no further eligible nominations exist on the reserve list for a particular position, then additional nominations may be called for from the Contracting Parties during the plenary.
- (xv) The additional nominations received will be used to reconstitute the reserve list for said position.
- (xvi) Following the Organizational Meeting, a workshop of incoming and outgoing officers shall be held to describe the Review Meeting process in detail, including key documents, and to share experience and lessons learned. The National Contacts, as described in Annex 1, shall be invited to participate, if they consider it appropriate, in this meeting.