



# Optional Protocol to the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment

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## Subcommittee on Prevention of Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment

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## Rules of procedure of the Subcommittee on Prevention of Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment

In accordance with article 10, paragraph 2, of the Optional Protocol to the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (hereinafter “Optional Protocol”), the Subcommittee on Prevention of Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (hereinafter “the SPT”), adopts the following Rules of Procedure<sup>1</sup>:

### Part one General rules

#### I. Sessions

##### Rule 1

##### Dates of sessions

1. Regular sessions of the SPT shall be convened according to these Rules at dates decided by the SPT in consultation with the Secretary-General of the United Nations (hereinafter “the Secretariat”), taking into account the calendar of conferences as approved by the General Assembly.
2. The SPT shall set the dates of future regular sessions in advance on an on-going basis, in consultation with the Secretariat. Amendment to the agreed dates of future regular sessions shall be possible only after consultation with members at least six months in advance of the date concerned.

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<sup>1</sup> These Rules of procedure will be complemented by separate SPT Guidelines on visits.

3. The SPT and the Committee against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (hereinafter "the CAT") shall hold at least one session a year simultaneously, in accordance with article 10, paragraph 3, of the Optional Protocol.

4. In addition to regular sessions, special sessions shall be held at dates agreed by the SPT in consultation with the Secretariat.

## **Rule 2**

### **Place of sessions**

Sessions of the SPT shall normally be held at the United Nations Office at Geneva. Another venue for a session may be designated by the SPT in consultation with the Secretariat, taking into account the calendar of conferences approved by the General Assembly and Rule 16.

## **Rule 3**

### **Notification of sessions**

The Secretariat shall notify the members of the SPT of the date, duration and place of each session as early as possible, and not later than two months prior to the session concerned, such date being in accordance with the dates agreed in advance by the SPT (see Rule 1).

## **Rule 4**

### **Draft agenda and draft order of business**

1. The provisional draft agenda and the draft order of business for a session shall be prepared by the Secretariat, in consultation with the Bureau of the SPT, no later than one month prior to the session. They shall be transmitted in the working languages of the SPT at least two weeks before the opening of the session, and shall contain the issues agreed for discussion by the SPT at the previous session, as well as issues proposed by the Secretariat.

2. The first item on the provisional agenda and draft order of business of any session shall be the amendment and adoption of the agenda and order of business.

3. The agenda and order of business may be revised by the SPT in the course of the session in the light of the emerging needs.

## **Rule 5**

### **Transmission of documentation**

The Secretariat shall transmit documents other than the draft agenda and draft order of business in the working languages of the SPT to the members of the SPT as early as possible in advance of the session. All working documents prepared or other documents received in advance of the session by the Secretariat shall be transmitted forthwith to the SPT (including in electronic form if available and appropriate, taking into account the requirements for confidentiality) in the original language of the document, and as soon as possible thereafter in translation in the other working languages of the SPT.

## **II. Members of the SPT**

### **Rule 6**

#### **Election of members of the SPT**

1. Members of the SPT shall be the twenty-five experts elected in accordance with article 5 of the Optional Protocol.

2. Members shall be eligible for re-election once if renominated.
3. Members of the SPT shall serve in their individual capacity and may not be represented by alternates.

#### **Rule 7**

##### **Term of office**

1. The term of office of the members of the SPT shall begin on 1 January of the year after the date of their election by the meeting of the States Parties. The term of office shall expire on 31 December four years later, except for those members chosen by lot to serve for two years, whose terms shall expire on 31 December two years after their election.
2. In accordance with article 8 of the Optional Protocol, the term of the member appointed to fill a casual vacancy begins on the date of her or his approval, and shall end on the date of expiration of the term of office of the member being replaced.

#### **Rule 8**

##### **Casual vacancies**

1. In accordance with article 8 of the Optional Protocol, if a member of the SPT dies or resigns or declares that for any other cause she or he can no longer perform her or his duties as a member of the SPT, the Secretariat shall immediately inform the State Party that nominated the member to nominate, within two months, another eligible candidate subject to the approval of the majority of the States Parties. Approval shall be considered given unless half or more of the States Parties respond negatively within six weeks of having been informed of the proposed nominee.
2. When a member of the SPT is consistently unable to carry out her or his duties for any cause other than absence of a temporary nature, the member shall resign. Such a resignation shall be notified to the SPT and to the Secretariat. The Secretariat shall inform the State Party who nominated that member so that action can be taken in accordance with article 8 of the Optional Protocol.
3. The Secretariat shall inform the States Parties of the name of the member of the SPT filling the casual vacancy as soon as possible after approval.
4. Where the approval of a replacement under the first paragraph of this rule is declined, the State Party that nominated the expert shall be invited to nominate another eligible candidate, meeting the requirements of article 5 of the Optional Protocol.

#### **Rule 9**

##### **Solemn declaration**

Before assuming her/his duties, each member of the SPT shall, at the first meeting of the SPT at which she or he is present after her or his election, make the following solemn declaration:

“I solemnly declare that I will perform my duties and exercise my powers as a member of the Subcommittee on Prevention of Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment impartially, independently and efficiently.”

### **III. Bureau of the SPT**

#### **Rule 10**

##### **Election of the Bureau**

1. The SPT shall elect from among its members a Chairperson and four Vice-Chairpersons who shall constitute the Bureau of the SPT. The Bureau shall select one of its Vice-Chairpersons to act as Rapporteur. Three members of the Bureau shall constitute a quorum
2. Members of the Bureau shall be elected for a term of two years and be eligible for re-election.
3. Where there is only one candidate for election of one of its officers, the SPT may decide to elect that person by consensus. Where there are two or more candidates for election as one of its officers, or where the SPT otherwise decides to proceed with a ballot, the person who obtains a simple majority of the votes cast shall be elected. If no single candidate receives a majority of the votes cast, the members of the SPT shall endeavour to reach a consensus before holding a further ballot. Elections shall be held by secret ballot.

#### **Rule 11**

##### **Functions of the Bureau**

1. The Bureau shall direct the work of the SPT and shall perform all other functions conferred upon it by these Rules of Procedure and by the SPT. In particular, when the SPT is not in session, the Bureau may make decisions on urgent or delegated matters on its behalf. Members shall be consulted on such decisions whenever time and circumstances permit and each such decision shall be communicated to all members as soon as possible, account being taken of the requirements for confidentiality. The Bureau shall report to the SPT at each session on any decisions or actions of an urgent or delegated nature which have been taken on behalf of the SPT since the previous session.
2. The Bureau shall meet as required during regular sessions and at special sessions as necessary to fulfil its obligations and the mandate of the SPT.

#### **Rule 12**

##### **Powers of the Chairperson and Vice-Chairpersons**

1. The Chairperson exercises her or his functions under the authority of the SPT.
2. In accordance with these Rules, the Chairperson shall ensure the orderly conduct of the proceedings of the SPT, including observance of these Rules.
3. The Chairperson shall represent the SPT at the United Nations and other meetings. If the Chairperson is unable to represent the SPT at such meetings, she or he may designate one of the Vice-Chairpersons. If no Vice-Chairperson is available, with the permission of the SPT, she or he may designate a member of the SPT, to attend on behalf of the SPT.

#### **Rule 13**

##### **Acting Chairperson**

1. If, during a session, the Chairperson is unable to be present at a meeting or any part thereof, she or he shall designate a Vice-Chairperson, to act in her or his place.
2. If the Chairperson and the Vice-Chairpersons are unable at the same time to carry out their duties or they have not been elected, the SPT shall entrust such duties to any member of the SPT until such time as the Chairperson or the Vice-Chairpersons take over

or they are elected. If need be, the Secretariat may, in consultation with the SPT, call for a meeting of the SPT for that purpose.

3. Any member acting as Chairperson shall have the same powers and duties as the Chairperson.

#### **IV. Secretariat of the SPT**

##### **Rule 14**

###### **Provision of the SPT Secretariat**

In accordance with article 25, paragraph 2 of the Optional Protocol, the SPT shall be provided with a targeted Secretariat, including a Secretary to the SPT and a targeted team of staff able to engage in fieldwork with the SPT. The Secretariat provision shall include the necessary staff and facilities for the effective performance of the SPT's functions.

##### **Rule 15**

###### **Functions of the SPT Secretariat**

1. The Secretariat of the SPT shall be responsible for all necessary arrangements for sessions of the SPT.

2. The Secretariat shall attend all sessions of the SPT and may make oral or written statements at those sessions.

3. The Secretariat shall provide working documents in advance of the sessions to enable the SPT to address all the items on its draft agenda and to carry out its fieldwork effectively. The Secretariat shall provide the SPT during sessions with all information which the SPT considers necessary in order for the SPT to fulfil its mandate effectively.

4. The Secretariat of the SPT shall respond as early as possible to requests made by the Bureau for information, and shall provide draft correspondence and draft documents upon request as soon as possible.

##### **Rule 16**

###### **Financial implications of proposals**

1. The expenditure incurred by the SPT in the implementation of the Optional Protocol shall be borne by the United Nations.

2. Before any proposal, involving additional expenditure to that already approved by the General Assembly, is approved by the SPT, the Secretariat shall indicate to the SPT what additional expenditure is involved and shall prepare and circulate to the members of the SPT as early as possible an estimate of the cost involved in the proposal. It shall be the duty of the Chairperson to draw the attention of members to this estimate prior to a decision being taken on the proposal.

#### **V. Communications**

##### **Rule 17**

###### **Incoming and outgoing communications**

1. The Secretariat shall bring to the SPT's attention all communications received containing information submitted for the SPT's consideration.

2. Communications received by the individual members of the SPT which relate to the SPT's mandate shall be forwarded to the Secretariat.

3. The Secretariat shall keep a record of all communications received and shall, where appropriate, send an acknowledgement of receipt to the authors of such communications.
4. All correspondence sent from the SPT or on behalf of the SPT shall be agreed in advance by the Bureau. The Secretariat shall provide the Bureau with copies of all such correspondence sent out with the date of transmission.
5. The Secretariat shall be responsible for informing the SPT of any questions that may be brought before them for consideration or of any other developments that may be of relevance to the SPT. The Secretariat shall transmit to the SPT information on all correspondence and other communications addressed to the SPT or relevant to its mandate.

**Rule 18**  
**Meetings with States Parties**

The Secretariat shall be responsible for informing the SPT in advance of all meetings with States Parties at which the SPT is the subject of discussion, and shall consult with the SPT in advance as to any input about the SPT at such meetings, and ensure that the SPT has the opportunity to be represented at such meetings in person or by contributing to and agreeing information to be provided about the SPT.

**VI. Languages**

**Rule 19**  
**Official and working languages**

1. Arabic, Chinese, English, French, Russian and Spanish shall be the official languages of the SPT. Statements made in an official language shall be interpreted into the other official languages.
2. English, Spanish and French shall be the working languages of the SPT. The working languages of the SPT may be changed by its decision. All formal decisions and official documents of the SPT shall be issued in the working languages.

**VII. Confidentiality**

**Rule 20**  
**In camera sessions**

1. The meetings of the SPT shall be held in camera. Its deliberations shall remain confidential.
2. The SPT may hear any person whom it considers to be in a position to assist it in the performance of its functions under the Optional Protocol. Such persons shall attend by invitation of the SPT only, in consultation with the Secretariat, and shall be bound by strict confidentiality.
3. The SPT may decide on an ad hoc basis that the SPT meeting shall be public.

**VIII. SPT documents**

**Rule 21**  
**Confidentiality**

The documentation and information of the SPT shall be kept strictly confidential, unless the SPT decides otherwise in relation to a particular document.

**Rule 22****Summary reports**

1. The Secretariat shall produce in a working language of the SPT a draft summary report of each session, including the main observations, issues addressed and decisions taken. The draft summary report shall be analytically structured in accordance with the items of the agenda, and shall be transmitted to the SPT for comments and amendments within one month of the session concerned. A revised version of the summary report incorporating amendments suggested by the SPT shall be circulated to the SPT at least three weeks prior to the next session in the working languages of the SPT.

**Rule 23****List of decisions**

A draft list of decisions taken by the SPT during each session shall be prepared by the Secretariat, in consultation with the Bureau, and adopted by the SPT.

**Rule 24****Annual report**

In accordance with article 16, paragraph 3, of the Optional Protocol, the SPT shall produce a public annual report on its activities. The SPT shall present its public annual report to CAT.

**IX. Conduct of business****Rule 25****Quorum**

Fourteen members of the SPT shall constitute a quorum.

**Rule 26****Adoption of decisions**

1. The SPT shall attempt to reach all of its decisions by consensus. If consensus cannot be reached, decisions of the SPT shall be put to a vote, and shall be made by a simple majority vote of the members present and voting.
2. Each member of the SPT shall have one vote.
3. The SPT may adopt decisions by e-mail in accordance with the established set of procedures.

**Rule 27****Working groups and Rapporteurs**

The SPT may appoint Rapporteurs and it may set up ad hoc working groups comprising a limited number of its members. The terms of reference of such rapporteurships and working groups shall be defined by the SPT.

**Rule 28****Conflict of interest**

No member of the SPT shall participate either in the conduct of a visit or in the consideration of the report on the visit to the State Party in respect of the nationality of which she or he was elected or of the State Party which nominated her or him. No member

of the SPT shall participate in activities which may imply, or may be seen to imply, a conflict of interest with their capacity as independent and impartial SPT members.

## **X. Co-operation with United Nations organs and mechanisms and other international, regional and national institutions or organizations**

### **Rule 29**

#### **Consultation with other bodies**

1. The SPT may invite relevant bodies to submit, or receive, for consideration information, documentation and written statements on such matters dealt with in the Optional Protocol as fall within the scope of their activities.
2. In accordance with Article 31 of the Optional Protocol, the SPT may consult with bodies established under regional conventions with a view to co-operating with them and avoiding duplication, in order to promote effectively the objectives of the Optional Protocol.

## **Part two**

### **Rules concerning national preventive mechanisms**

#### **Rule 30**

##### **Relationship with national preventive mechanisms**

1. The SPT shall advise and assist States Parties, when necessary, in the establishment of national preventive mechanisms. It shall maintain direct, and if necessary confidential, contact with them, which includes the right to receive information from them and meet with them, in accordance with articles 11 and 20 (f) of the Optional Protocol.
2. The SPT shall offer the national preventive mechanisms training and technical assistance with a view to strengthening their capacities.
3. The SPT shall advise and assist the national preventive mechanisms in the evaluation of their needs and the means necessary to strengthen the protection of persons deprived of their liberty against torture and other cruel, inhuman or degrading treatment or punishment.
4. The SPT shall make recommendations and observations to the States Parties with a view to strengthening the capacity and the mandate of the national preventive mechanisms for the prevention of persons deprived of their liberty against torture and other cruel, inhuman or degrading treatment or punishment.
5. In its relations with the national preventive mechanisms, the SPT shall give due consideration to the Principles relating the status of national institutions for the promotion and protection of human rights.
6. The SPT has adopted a separate set of guidelines on National Preventive Mechanisms.

### **Part three**

#### **Rule relating to interpretation**

##### **Rule 31**

##### **Interpretation**

For the purpose of the interpretation of the present rules, the headings, which are inserted for reference purposes only, shall be disregarded.

### **Part four**

#### **Rules relating to suspension and amendments of these rules**

##### **Rule 32**

##### **Suspension**

Any of the present rules may be suspended by a decision of the SPT, provided such suspension is not inconsistent with the provisions of the Optional Protocol.

##### **Rule 33**

##### **Amendments**

The present rules may be amended by a decision of the SPT, at least twenty-four (24) hours after the proposal for the amendments has been circulated, provided that the amendment is not inconsistent with the provisions of the Optional Protocol.

##### **Rule 34**

##### **Additions**

The SPT may decide to add to the present rules at any time; an additional rule may be adopted by a decision of the SPT, at least twenty-four (24) hours after the proposal for the additional rule has been circulated, provided that the additional rule is not inconsistent with the provisions of the Optional Protocol.

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