

Rules of Procedure for the ICC Sub-Committee on Accreditation*

1. Mandate

In accordance with the Rules of Procedure of the International Coordination Committee of National Institutions for the Promotion and Protection of Human Rights (ICC), the Sub-Committee on Accreditation has the mandate to review and analyse accreditation applications forwarded by the ICC Chairperson and to make recommendations to ICC members on the compliance of applicants with the Paris Principles.

2. Composition of the Sub-Committee

2.1. For the purpose of ensuring a fair balance of regional representation on the Sub-Committee on Accreditation, it shall be composed of one (1) ICC accredited national institution for each of the four (4) regional groupings as established by the ICC Rules of Procedure, namely Africa, Americas, Asia-Pacific, and Europe.

2.2. Members are appointed by Regional Groupings for a term of two (2) years renewable.

2.3. The Sub-Committee on Accreditation designates by consensus, for a term of two years renewable, one of its members to act as Chair of the Sub-Committee.

2.4 The Office of the United Nations High Commissioner for Human Rights shall be a permanent observer to the Committee and in its capacity as Secretariat of the ICC, support the Committee's work, serve as a focal point on all communications and maintain records as appropriate on behalf of the ICC Chairperson.

3. Functions

3.1. Each Regional Grouping Representative to the Sub-Committee on Accreditation shall facilitate the application process for national institutions in the region.

3.2. The Regional Grouping Representative shall supply national institutions from their region with all relevant information pertaining to the accreditation process, including a description of the process, requirements and timelines.

3.3. In accordance with the ICC Rules of Procedure (art. 3), any national institution seeking membership shall apply to the ICC Chairperson, supplying support documents through the ICC Secretariat.

3.4. These applications and support documents shall be provided to the ICC Chairperson no later than two (2) months prior to the meeting of the ICC.

3.5. Applications and documents submitted after this delay will only be examined during the following year's meeting of the ICC, unless the situation warrants otherwise, as determined by the ICC Chairperson.

3.6. The ICC Chairperson will ensure that copies of the applications and supporting documentation are provided to each member of the Sub-Committee on Accreditation.

3.7. The ICC Chairperson, with support from the Office of the United Nations High Commissioner for Human Rights, will also provide a summary of particular issues for consideration by the Sub-Committee.

4. Procedures

4.1. The Sub-Committee on Accreditation will meet before and during the annual meeting of the ICC in order to review new applications, review additional information submitted on applications presented previously, and prepare recommendations.

4.2. The meeting will be restricted to members of the Sub-Committee on Accreditation and the Office of the United Nations High Commissioner for Human Rights.

4.3 Additional meetings of the Committee may be convened by the Chair with the agreement of the ICC Chairperson and Accreditation Sub-Committee members.

5. Accreditation Classifications

In accordance with the Paris Principles and the ICC Rules of Procedures, the different classifications for accreditation used by the Committee are:

- A: Compliance with the Paris Principles;
- A(R): Accreditation with reserve – granted where preliminary analysis indicates compliance with the Principles but insufficient documentation is submitted to confer A status;
- B: Observer Status - Not fully in compliance with the Paris Principles or insufficient information provided to make a determination;
- C: Non-compliant with the Paris Principles.

6. Report and Recommendations

6.1 The Chair of the Sub-Committee on Accreditation will present a report with recommendations and rationale to members of the ICC for their decision.

6.2. The ICC Chairperson will indicate in the report of the meeting decisions taken by ICC members with regards to applications for accreditation.

6.3. The Chairperson of the ICC will inform applicant institutions of the decisions taken and their rationale by ICC members.

* Adopted by the members of the International Coordinating Committee at its 15th session, held on 14 September 2004, Seoul, Republic of Korea.