

## AGRICULTURAL MARKET INFORMATION SYSTEM (AMIS)

### RULES OF PROCEDURE

#### 1. The Agricultural Market Information System (AMIS) consists of:

- a) The Secretariat, which is responsible for producing market outlooks, assessments and analyses, for supporting all functions of the Forum and the Information Group, and for performing such other functions as provided in these Rules; and
- b) The Global Food Market Information Group ('Information Group'), which provides and assesses market and policy information; and
- c) The Rapid Response Forum ('Forum'), which promotes early discussion among decision-level officials about *abnormal* international market conditions to encourage coordination of policies and the development of common strategies.

The functions and roles of the Forum, the Information Group and the Secretariat are described in the "Terms of Reference" of AMIS.

**2. Participants** The Participants in AMIS are the G20 countries, Spain, as well as non-G20 countries that are approved by the Participants of AMIS on the basis of their significant share in global production and trade for those commodities covered by AMIS.

**3. Secretariat** The Secretariat of AMIS is formed by the following International Organizations and entities ('International Organizations'): FAO, IFAD, IFPRI, IGC, WFP, OECD, World Bank, WTO, UNCTAD, and the UN High Level Task Force (UN-HLTF)<sup>1</sup>. The Secretariat is housed in FAO headquarters in Rome and conducts its activities in conformity with the Financial Regulations of FAO.

**4. Chair** The participants in AMIS elect a Chair country from among the countries participating in AMIS to preside over meetings of the Forum and the Information Group. The Chair country is elected for one year.

**5. Secretary** The organizations forming the Secretariat appoint a Secretary whose employment is governed by the staff regulations of FAO. The Secretary performs such duties as the work of the Secretariat may require, and prepares the records of the AMIS meetings. Should the Secretary be an employee from an international organization other than FAO, his/her services will be seconded to FAO.

---

<sup>1</sup> To date FAO, OECD, WFP and the World Bank have indicated that they will assign staff to the Secretariat.

**6. Meetings of the Forum** The Forum will meet as needed, but in principle not less than once per year, and will promote early discussion among decision-level officials whenever there is the necessity of the coordination of policies and the development of common strategies. Meetings will, to the extent possible, be held back-to-back with other international meetings to promote efficiency.

**7. Meetings of the Information Group** The Information Group holds at least two meetings per year. However, the Chair may, in consultation with the Secretary, call for additional meetings if deemed necessary. To the extent possible, those meetings will be held through electronic means.

**8. Agendas** The Secretary of AMIS, in consultation with the Chair, prepares provisional agendas and circulates them four weeks in advance of meetings of the Forum and the Information Group to all participants. This requirement does not apply for meetings of the Forum in cases of urgency, as determined by the Chair. Participants may, by general consent, modify the agendas of meetings of the Forum and the Information Group. Each meeting of the Forum and the Information Group will begin with a presentation of the agenda for modification and/or adoption by participants.

**9. Location** Meetings of the Forum and the Information Group will normally be held at FAO headquarters in Rome, Italy, or at the facilities of one of the participating organizations or countries, subject to the approval of the Chair and the Secretary.

**10. Language** The language of meetings of the Forum and the Information Group, their working documents and reports, will be English.

**11. Recommendations** The presence of more than half of the participants in AMIS is required at meetings of the Forum and the Information Group to establish a quorum. Recommendations will be made on the basis of consensus among AMIS participants.

**12. International Organizations** Meetings of the Forum and the Information Group may be attended by representatives from International Organizations that are not taking part in the Secretariat, who can make interventions.

**13. Experts and Observers** the Secretary and the Information Group may invite experts and observers, subject to conditions to be defined by participating countries, including the private sector and relevant market monitoring agencies, to contribute to the work of AMIS and participate in meetings of the Information Group.

**14. Reports** The deliberations and recommendations of the meetings of the Forum and the Information Group are reflected in meeting reports, which are circulated to all participants in AMIS, complying rules decided by respective above mentioned groups.

**15. Status of Rules** The foregoing rules are agreed to by the participants of AMIS. They may be modified by consensus.