



RULES FOR THE CONGRESSES OF THE INTERNATIONAL UNION OF NOTARIES (UINL)

I.- GENERAL RULES

-The length of Congresses will be three days¹.

-During Congresses, two Scientific Themes will be discussed and there will be a Forum on topical issues.

-The Scientific Themes and the Forum will not be held concurrently, but rather one after the other so that all congress participants may attend both events.²

-The formal inauguration ceremony, the welcome cocktail, the exchange of gifts, introductions and other formal preparations for the Congress (Verification of powers – art. 32.3 of the Bye-Laws, Setting up of the Commissions of the Congress by International Co-ordinators and National Rapporteurs -Art. 33.1 of the Bye-Laws) will be held in the afternoon prior to the first day of the Congress.

-The trips of congress participants and accompanying guests may take place either prior to or after the days of the Congress sessions.

The Congress will begin on a Monday and end on a Wednesday. The opening ceremony will be held on the Sunday evening. (Alternatively the Congress may begin on a Wednesday and end on a Friday. The opening ceremony, in this case, would be held on the Tuesday evening.)

The meetings of the Union (Commissions, the Steering Committee, the General Council and the General Meeting of Member Notariats) will be held prior to the Congress.

II.- CALENDAR

0°-DAY OF ARRIVAL AT THE CONGRESS.

¹ Without prejudice to the preparations (verification of powers Art. 32.3. and setting up of Commissions Art. 33.1) mentioned herein.

² (This measure will help reduce the cost of translation during the Congress as this will be provided in one conference hall only)

TOTAL LENGTH OF THE FIRST PLENARY SESSION	Length 10 minutes.
TOTAL LENGTH OF THE OPENING EVENT	Length 70 minutes.
Interval until the beginning of the Welcome cocktail	Length 20 minutes.
Total length of the Opening Ceremony and first plenary session	Length 90 Minutes.

0.5.-WELCOME COCKTAIL

7.30 pm at the Congress venue or nearby.
Presentation and exchange of gifts.
Various speeches.

1.- FIRST DAY OF THE CONGRESS

1.1.-FIRST SCIENTIFIC THEME

First Session.

Start: 9.30 am.

Length : Four hours. From 09.30 am to 1.30 pm

Contents:

- Presentation of reports by the International Co-ordinator 60 minutes
- Opening of the round table with national rapporteurs.
- Open debate with all those attending the session.

Working lunch:

Length: one hour and thirty minutes: from 1.30 to 3.00 pm

Second Session.

Start: 3.00 pm.

Length: Three hours. From 3.00 to 6.00 pm

Contents:

- Open debate with all those attending the session.
- Designation of the Conclusions Committee.

2.- SECOND DAY OF THE CONGRESS

2.1 .-SECOND SCIENTIFIC THEME.

First Session

Start: 9.30 am.

Length : Four hours . From 09.30 am to 1.30 pm

Contents:

- Presentation of reports by the International Co-ordinator 60 minutes
- Opening of the round table with national rapporteurs.
- Open debate with all those attending the session.

Working lunch:

Length: one hour and thirty minutes: from 1.30 to 3.00 pm

Second Session.

Start: 3.00 pm.

Length: Three hours. From 3.00 to 6.00 pm

Contents:

- Open debate with all those attending the session.
- Designation of the Conclusions Committee.

3.-THIRD DAY OF THE CONGRESS

3.1.- INTERNATIONAL FORUM

Start: 9.30 am.

Length: Four hours. From 9.30 am to 1.30 pm

Contents:

- 1°.- Introduction of participants.
- 2°.- Unfolding of the Forum.

Lunch.

Length: from 1.45 to 4.00 pm.

3.2.-SECOND PLENARY SESSION. CLOSING CEREMONY

The second plenary session will begin at 4.30 pm and last approximately 140 minutes.

3.2.1. SECOND PLENARY SESSION

Presentation	Length 20 minutes
Presentation of conclusions by the International Co-ordinators for each of the two themes (ten minutes per theme)	Length 20 minutes.
Presentation of the conclusions of the Forum by the Presenter	Length 10 minutes
Voting	Length 10 minutes
Total length of the Second Plenary Session	Length 60 minutes

3.2.2.- CLOSING CEREMONY

Address of the President of the Congress	Length 20 minutes.
Address of the incoming UINL President (article 33.2 of the Bye-Laws)	Length 20 minutes.
Address of the President of the hosting notariat	Length 20 minutes.
Address of the Authorities of the hosting country	Length 20 minutes
Total length of the Closing Ceremony	Length 80 minutes.
Length of the Plenary Session and Closing Ceremony	Length 140 minutes.

3.2.3. GALA DINNER

The gala dinner will begin at 9.00 pm.

III.- SPECIAL RULES

1. – THE CONGRESS ORGANISING COMMITTEE (Art. 32.1 Bye-Laws).

The Congress Organising Committee will be formed by:

- the President of the Congress (article 32.1 of the Bye-Laws);

- the Secretary of the Congress;
- the Treasurer of the Congress.

The President of the Congress will be appointed by the Steering Committee of the Union at the proposal of the Notariat organising the Congress (Art. 32.1 Bye-Laws).

The Secretary and the Treasurer of the Congress will be appointed by the organising Notariat.

The Organising Committee will co-ordinate all the activities and actions related to the Congress in close collaboration with the President of the Themes and Congresses Commission and the Steering Committee of U.I.N.L .

2.- THE COMMISSIONS OF THE CONGRESS (Art. 33.1 Bye-Laws)

The Commissions of the Congress will be formed by a Steering Committee and the members of the Commission.

The Steering Committee will be formed by the President, the Delegate of the Themes and Congresses Commission and the Secretary/ies.

The President of each Commission will be the International Co-ordinator appointed by the Steering Committee.

The President will be assisted by a Delegate of the Themes and Congresses Commission and by the Secretary/ies appointed by the Commission from among its members.

The Commission will be formed by the members appointed for each Member Notariat, namely one active and one alternate member.

These posts will be held by National rapporteurs.

The Commissions will meet behind closed doors in the afternoon prior to the first day of the Commissions to prepare the Public session and later, as a restricted committee to draw up the Conclusions.

During the session, the international co-ordinator will present a summary of all the reports received through a summary report and may introduce a round table of presentation.

Then, he will open and direct the debate on the latter, making sure that the contribution of each speaker does not exceed 4 minutes.

Debates will be opened and all those attending the Commission will be able to participate.

The international co-ordinator will direct debates, by giving and taking back the floor and fixing the time allotted to each speaker.

Participants will ask to take the floor in writing and hand their request to the commission briefly describing what they would like to talk about.

The international co-ordinator will choose among those who have asked to take the floor in writing and presented their request.

3.-DRAWING UP THE CONCLUSIONS

The conclusions of the Commissions will be drawn up by each of the appointed Committees, outside the time allotted to the Commission.

There will be two rooms equipped with tables and sufficient chairs for all the members of the Conclusions Committees, a secretary and computers for the drafting of the same conclusions.

4.- TRANSLATION

The Public Sessions of the Congress and the Commissions will have simultaneous translation in the following habitual languages of the Union:

English
French
German
Italian
Spanish

5.-USE OF IT PROCEDURES, WEB SITE OF THE CONGRESS, CONCLUSIONS AND SUMMARY OF REPORTS

The use of IT procedures will have priority.

Reports need to be forwarded to the International Co-ordinator so that they may be posted on the Web site of the Congress at least four months prior to the Congress itself.

International Co-ordinators will also post their Summary reports on the Web site so that it may be viewed by Rapporteurs at least two months prior to the beginning of the Congress.

Co-ordinators will assign passwords to Rapporteurs and the Themes and Congresses Commission in order to access the web pages where the Reports and their Summary Reports are stored.

Reports have to contain a SHORT FINAL CONCLUSION, as well as summary in Spanish, French and English.

Reports will not be published prior to the end of the Congress.

During the Congress, reports will be presented in electronic format (CD Rom).

All those wishing to receive hard copies of the above-mentioned reports will have to make a specific request to respective member notariats that will send them at the expense of those requesting them.

6.-CONTENT AND LENGTH OF REPORTS

The length of the reports should be approximately of 50 pages.

They should contain scientific themes, encourage reflection and be of practical relevance to society.

7.-INTERPRETATION OF THE PRESENT RULES

The aforementioned rules are guidelines for the organization and smooth running of Congresses.

These rules contain guidelines for the Organising Committee of the respective country and are flexible.

The rules may be adapted by the Organising Committee of each Congress according to the customs and habits of the organising country.

ADDITIONAL PROVISIONS

For reasons relating to the protocol of the country organising the Congress, the Solemn Opening Ceremony may be postponed to the first day of the congress. In this case:

- - the welcome cocktail will still be held on the evening of the day prior to the first session;
- - the Opening Ceremony will begin at 9.00 am of the first day of Congress (if protocol makes this possible);
- - the first session will be held immediately after the Opening ceremony and last until 7.30 pm, instead of 6.00 pm.

The organising country will try to abide by the aforementioned rules, with the necessary flexibility in order to accommodate any local social customs and habits.

Any changes to the system established by these rules by the organising country will have to be submitted to the Themes and Congresses Commission, to the Steering Committee and to the General Council for approval.

The aforementioned rules, drafted by the Themes and Congresses Commission, have been approved by the Permanent Council of UINL in its session held in Sao Paulo on 20th May 2007 (Resolution n°4-CP Sao Paulo-20th May 2007) with the amendments introduced by the amendments of the Bye-laws approved by the General meeting in Quebec in November 2008 and by the General meeting in Paris in November 2009.

Note: see below an extract of the General Bye-Laws of UINL regarding the International Congress of Notaries.

International Union of Notaries

GENERAL BYE-LAWS EXTRACT

Approved by the General Meeting of Member Chambers of Notaries
2nd October 2007 in Madrid and amended in Quebec on 8th November 2008 and in
Paris on 13th November 2009

TITLE IX : THE INTERNATIONAL CONGRESS OF NOTARIES

Art. 32 - Organisation of the Congress

32.1 The organisation of the Congress is assigned to the member of UINL designated by the General Meeting on the recommendation of the Steering Committee. The Congress is organised under the responsibility of the designated organiser that agrees on the general concept of the Congress with the Steering Committee and the General Council. The Organising Committee, acting under the control of the national representative body of said member of UINL, is appointed by the latter, with the exception of the President of the Committee who is also the President of the Congress and who is appointed by the Steering Committee on the proposal of the organising chamber of notaries and on the recommendation of the General Council.

The Organising Committee, in agreement with the Steering Committee, fixes the registration fee for the Congress and the amount accruing to the Union and has to use its best endeavours to ensure the success of the Congress.

32.2 Excluding any other event or measure, international congresses will focus on scientific topics (themes of the Congress). The General Council will supervise the organisation and the holding of the scientific works as well as the publication of the results.

In suggesting the themes of the Congress to the Steering Committee, the General Council has to take into consideration the proposal which the organising committee of the Congress has the faculty of making for one of the themes of the Congress, in agreement with said Committee.

32.3 At the meeting immediately preceding the Congress, the Steering Committee appoints the Commission for the Verification of Powers, formed by three members of the General Council; this Commission will check the legitimate representation of chambers of notaries attending the Congress and notify its findings to the first plenary session.

32.4 The Congress must have facilities, both for the plenary session and the meetings of each commission that allow simultaneous translation in the

five usual languages of UINL and possibly in the other languages indicated by the organising committee.

- 32.5 The organising chamber of notaries covers the costs of organising the Congress and publishing the proceedings, not only in its own language, but in the usual languages of UINL too. The aforementioned proceedings will include, in particular, the resolutions adopted on the themes of the Congress.
- 32.6 The Congress is co-chaired by the President of UINL and the President of the Organising Committee, or in his absence by the Vice-President of said committee.
- 32.7 If for any reason, the Congress cannot be held at the place and time agreed, the Steering Committee, on its own initiative or at the request of the organising chamber of notaries, will make the necessary arrangements to hold the Congress elsewhere.

Art. 33 - Structures and holding of the Congress

- 33.1 Special rules, drafted by the General Council and liable to be adapted on a Congress-by-Congress basis, will determine the structures of the Congress (commissions, international co-ordinators, rapporteurs, etc.) as well as the holding of the proceedings.
- 33.2 The President in office of UINL will deliver the opening address at the Congress, while the newly elected President will deliver the closing speech of the Congress, setting out his ideas for the future management and strategies of UINL.