

RULES OF PROCEDURE OF THE JOINT COMMISSION OF THE EMPRESS SHÔKEN FUND

Adopted by the Commission at its 8 September 1980 meeting and
Revised at its meetings of 29 March 1985 and 18 May 1990

Article 1 - The present Rules of Procedure reflect the Joint Commission's practice for more than 20 years, and amplify and complete the "Regulations for the Fund" approved by the XVIth International Red Cross Conference, London 1938, and revised by the XIXth International Conference, New Delhi 1957, the XXVth International Conference, Geneva 1986, and the Council of Delegates, Budapest 1991.

Article 2 - Composition of the Joint Commission As provided in Article 2 of the Regulations for the Fund, the Joint Commission shall be composed of three members appointed by the International Committee of the Red Cross (ICRC) and three members appointed by the International Federation of Red Cross & Red Crescent Societies (Federation). The two institutions shall inform the Chairman of the Joint Commission of the names of their regular representatives. Should a member be absent or unable to attend, he may be replaced by a substitute.

Article 3 - Secretariat of the Joint Commission The Secretariat of the Joint Commission shall be assumed permanently by the Federation in order to ensure continuity and stability in the work. The Federation shall appoint one of its members to serve as Secretary of the Joint Commission.

Article 4 - Management of the Funds The Secretariat shall manage the Funds under the guidance and supervision of the Joint Commission. The Chairman of the Commission may set up a working group to help with the work of the Secretariat.

Article 5 - Japanese Representation To ensure regular contact with the Japanese Red Cross and government, the Joint Commission shall invite to its annual meeting, in the capacity of observer, the head of the Permanent Mission of Japan to the United Nations in Geneva or his deputy.

Article 6 - Application for Allocations To be eligible for consideration applications must give full and exact details of the activity for which the allocation applied for will be used. If the cost of the project exceeds the usual amount of allocations from the Fund, the application must include a plan for financing.

Article 7 - Criteria for Allocations When examining the requests submitted, the Joint Commission of the Empress Shôken Fund shall take the following guidelines into account:

- (a) to restrict the number of allocations so that the amounts allocated for each are sufficient to enable the approved projects to be successfully implemented;
- (b) to give priority to developing Societies and, among them, to those that have previously least benefited from the Fund or according to objective criteria, are in greatest need. Some reasonable degree of regional balance should be maintained.
- (c) to exclude request from Societies that have not provided satisfactory written reports on the use of previous allocations from the fund;

- (d) to allocate no more than one half of the total annual allocation for human resource development projects – including training, staff-on-loan support, volunteer and staff scholarship assistance. It will be expected that women will benefit on a equal basis with men;
- (e) to allocate no more than one half of the total annual allocation for equipment and materials that are clearly linked to the objectives of the Fund (excluding transportation items, which are already identified under (f) below);
- (f) to allocate no more than half of the total annual allocation for transportation (cars, ambulances and other vehicles – including spare parts);
- (g) to allocate annually no more than a total of CHF 100,000 for one or several regional programmes. Commitments, within an overall annual expenditure level of CHF 100,000, can be made for regional programmes for a period of up to five years. Actual allocations for each (when longer-term commitments have been made) shall be subject to satisfactory performance progress reports to the Commission. Programme proposals must be signed by all parties to be responsible (e.g. by the Federation and/or the ICRC and two or several National Societies).

Article 8 - Financial Provisions

- (a) allocations will be transferred to beneficiaries only on presentation of an invoice or other document justifying the expenditure made;
- (b) in view of the facilities enjoyed by the Secretariat of the Commission, it may in some cases make purchases itself on behalf of the beneficiary Societies;
- (c) allocations which are not claimed or are unused in the year following their award may be withdrawn and added to the amount available for the following distributions or to the capital of the Fund;
- (d) the same rule shall apply in the case of excess allocations. The difference between the amount allocated and actual expenditure shall be added to the amount available for future distributions or to the capital of the Fund;
- (e) after the distribution of the revenue of the Funds has been announced, if for unforeseen reasons the amounts allocated are insufficient to carry out the project(s), and if no other resource is available to cover the deficit(s) the Secretariat may use the balance, if any, of the sums set aside to cover the cost of administering the Fund as provided for Article 9 of the Regulations, or the sums made available as provided for in (c) and (d) of this Article.
- (f) The accounts of the Fund shall be reviewed every year by the firm of auditors appointed by the Joint Commission.

Article 9 - Revision of the Rules of Procedure The Commission may by consensus revise or modify the present Rules of Procedure in order to adapt them to circumstances within the framework of the Regulations in force.