



ADMINISTRATIVE DECISION

Establishment of an ad-hoc committee for exploring the modalities of enhancing the efficiency of the Kimberley Process with a view to provide administrative support for its activities.

The Plenary, recognizing the importance of enhancing the administrative efficiency of the Kimberley Process and thereby adopts the decision:

1. To establish an ad-hoc committee for exploring the modalities of enhancing the efficiency of the Kimberley Process with a view to provide administrative support for its activities.
2. To appoint the KP Chair as the Chair of the ad hoc committee and for the Members to be comprised of the KP Vice-Chair and former KP chairing countries, representative of WDC and representative of the Civil Society coalition.
3. To task the ad hoc committee with the following issues:
 - a) Deliberation on the possible means and/or mechanisms to provide administrative support for the activities of the KP in accordance with the KP core document, inter alia, to explore the following issues:
 - the most efficient mechanisms for updating information, documents, reports and contact information of Participants and Observers. In addition, the ad hoc committee will also consider the appropriate means for circulating internal documents to all Participants and Observers.
 - communication and organizational services required for supporting KP activities. This may include internal and external communication services and translating KP documents into all official KP languages.
 - maintaining, updating and translating the KP website (both the public and Participant sections) and establishing procedures for communications with the public media.
 - b) Receipt and development of proposals to enhance the administrative efficiency of the KP.
 - c) Prepare a draft proposal for the steps to be taken to carry out the periodical review of the KPCS as provided for in section VI, point 20 of the KPCS Core Document under “Review Mechanism” and for the future establishment of an ad hoc committee on KPCS Review.
4. To set the following working methods of the ad hoc committee:



- the ad hoc committee is to normally meet at the Intersessional and the Plenary meetings of the Kimberley Process. In agreement of its members, the ad hoc committee may meet more frequently;
 - the ad hoc committee may also discuss issues in its remit on an ongoing basis by email or written correspondence or by teleconference, so as to permit adequate preparation of its discussions at Plenary and, where appropriate, as to allow it to reach timely agreement on urgent matters;
 - agendas for the ad hoc committee meetings is to be prepared by the chair of the ad hoc committee with as much advance notice as possible and is to be developed in consultation with members of the ad hoc committee.
 - the ad hoc committee is to report to the Plenary through the Chair of the Kimberley Process. From time to time, between Plenary meetings, the ad hoc committee may submit recommendation to the Chair of the Kimberley Process for consideration or for submission to all Participants and Observers.
5. To request the ad hoc committee to prepare its report on its findings and proposals with regards to 3 (a) of this administrative decision to be presented to the Plenary 2011.
6. To request the ad hoc committee to present to the Plenary 2011 a proposal referred to under 3 (c) with a view to establish an ad-hoc committee on KPCS review.

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Adopted in Jerusalem Plenary, November 2010