RULES OF PROCEDURE

World Customs Organization (WCO)

Private Sector Consultative Group (PSCG)

1. Purpose

These Rules of Procedure (hereinafter the "RoP") provide the operational framework for the World Customs Organization (hereinafter the "WCO") Private Sector Consultative Group (hereinafter the "PSCG"), as mandated by its Terms of Reference (hereinafter the " ToR") and in line with the *Code of Ethics and Conduct for the World Customs Organization's (WCO's) Private Sector Consultative Group* (hereinafter the "Code of Ethics") and the WCO Strategic Plan.

The RoP define how the PSCG will carry out its advisory role, ensure transparent governance and foster structured collaboration with the WCO.

2. Scope

The RoP apply to all PSCG members (hereinafter the "members"), including Regional Private Sector Groups (hereinafter "RPSG") representatives. The RoP also complement the PSCG's ToR and Code of Ethics and Conduct.

3. PSCG meetings

3.1. The PSCG will meet formally three (3) times per year. Additional formal meetings may be convened upon request by the WCO Secretariat.
3.2. The formal meetings may be held in person or virtually.
3.3. The PSCG may also conduct its own intersessional virtual/in-person meetings independently, without administrative support from the WCO Secretariat.
3.4. Members wishing to invite WCO Secretariat officials or WCO Members to their meetings must submit a formal request to the designated WCO contact point no later than six (6) weeks before the meeting. The PSCG must submit a draft Agenda to the designated WCO contact point no later than six (6) weeks before the meeting. With the approval of the Secretary General, this time limit may be altered as necessary.

4. Agenda

4.1. Meeting Agendas and any supporting documents shall be circulated to PSCG members at least four (4) weeks in advance, and summary reports shall be prepared and approved by the PSCG at the subsequent meeting.

5. Representation

5.1. The PSCG Chairperson and Vice-Chairperson shall be elected from within the PSCG by its members, by consensus or, if necessary, by simple majority vote, and are subject to the same rotation and term limits.
5.2. Nominations shall be submitted in writing to the WCO Secretariat no later than two (2) weeks before the election. Candidates may provide a short statement outlining their motivation and qualifications.

5.3. The election shall be conducted by secret ballot during the PSCG meeting, if consensus cannot be reached.
5.4. The Chairperson and Vice-Chairperson must be members of the PSCG. Representatives of the RPSGs shall not be eligible for nomination or service as Chairperson or Vice-Chairperson.
5.5. If the term of office of the Chairperson or Vice-Chairperson as a PSCG member expires during their tenure, then their leadership role also automatically expires at the same time as their term as a member ends.
5.6. The Chairperson and Vice-Chairperson shall be elected to serve for two (2) years or for the remaining period of their membership, whichever is shorter.
5.7. The Chairperson and Vice-Chairperson may be re-elected and may serve for a maximum of four (4) consecutive years, subject to the length of their term as members.
5.8. Past Chairpersons and Vice-Chairpersons who previously served four (4) consecutive years in their last term in the role, are eligible to stand for election again provided they have had a hiatus of at least one (1) year and have been re-appointed as members of the PSCG.
5.9. The outgoing PSCG Chairperson will be invited to attend PSCG meetings, in an *ex officio* capacity, for no more than one (1) year immediately following the year during which they ceased to be the Chairperson.
5.10. If the Chairperson is unable to attend a meeting or carry out the duties of the position, the Vice-Chairperson shall serve in an acting capacity.
5.11. The PSCG may, by consensus or simple majority vote, agree to hold a new election for Chairperson or Vice-Chairperson before the expiry of the term of the position if the Chairperson or Vice-Chairperson has not fulfilled the responsibilities of the position as expected or, for any reason, is unable to fulfil said responsibilities for the remainder of their term.

6. Conduct of business

6.1. The PSCG reports to the Permanent Technical Committee (hereinafter the “PTC”), which shall provide guidance and direction to the Group in alignment with the WCO Strategic Plan.
6.2. The PSCG will submit one consolidated annual report to the PTC no later than six (6) weeks before the start of its Spring session. The report will include key outcomes, activity summaries and forward-looking proposals. This report will be included in the PTC documents.
6.3. When invited by the WCO Secretariat, the PTC Chairperson or the Chairperson of another WCO working body to provide input or a position on a particular matter, the PSCG should aim to deliver a response that reflects, to the extent possible, a collective perspective.
6.4. In relation to invitations to provide input, the PSCG will provide their reply by email, in accordance with the deadlines for the specific request. In the event the PSCG is unable to provide an answer to a specific request, this will also be made known by email to the WCO Secretariat as early as possible, but at the latest by the given deadline.
6.5. Members are expected to participate actively in meetings, submit contributions and engage in existing platforms.
6.6. All official correspondence with the WCO Secretariat shall be conveyed through either the PSCG Chairperson or Vice-Chairperson.
6.7. The status of PSCG members at WCO meetings will be determined by the ToR and RoP of the particular meeting.
6.8. Registration for meetings needs to be undertaken according to established WCO practices.
6.9. Where considered appropriate by the Secretary General, the Council Chairperson and PTC Chairperson, a Dialogue session between WCO Members and the PSCG may be convened in connection with a Brussels-based Policy Commission meeting or

other relevant WCO meeting (hereinafter the “Dialogue session”). Such Dialogue sessions may be organized on the basis of identified needs and strategic priorities, and where clear added value for Customs-private sector cooperation is demonstrated.

6.10. If a Dialogue session is convened, the Agenda will be prepared by the Secretariat in close consultation with the PSCG.

6.11. For any Dialogue session, all documents from the PSCG for items on the Agenda shall be submitted to the WCO Secretariat no later than six (6) weeks prior to the scheduled Dialogue session, in one of the WCO’s official languages, to ensure sufficient time for internal review, translation and distribution.

7. Quorum and decision-making

7.1. Decisions within the PSCG will be made by consensus.

7.2. Where it is not possible to reach consensus in relation to input to the WCO on a particular topic or matter, the PSCG may decide to produce alternative outputs, such as a summary document or working paper, that provides a record of relevant opinions and information.

7.3. A quorum shall consist of 50%+1 member of all existing PSCG members. If a quorum is not met, the meeting may proceed for discussion purposes, but no formal decisions may be adopted.

8. Secretariat

8.1. The PSCG will organize its own secretariat support, unless otherwise provided by the WCO Secretariat for formal sessions of WCO meetings.

8.2. The WCO will not provide interpretation services for PSCG meetings.

9. Language and records

9.1. The working language of the PSCG shall be English.

9.2. The PSCG will transmit copies of its records of meetings to the WCO Secretariat, which will retain these on behalf of the PSCG for a minimum of seven (7) years.

10. Publicity

10.1. A dedicated webpage relating to the PSCG is hosted on the WCO public website. It includes general background and contact information, a list of current members (entity names) and the PSCG’s ToR.

10.2. External communications of the activities of the PSCG will be undertaken by the WCO in cooperation with the PSCG. Meetings with a significant outcome will merit a news item, family photo and social media promotion by the WCO corporate accounts, in line with WCO’s Communications Strategy.

10.3. The WCO will raise the profile of the PSCG via its public communications as required (for example, in the recruitment of new members) and may develop its own tools to support visibility efforts (e.g. factsheets, social media campaigns, news articles).

10.4. Meetings of the PSCG are not to be recorded, streamed or otherwise made publicly accessible, in whole, or in part, on any online platform, including but not limited to YouTube and/or other public streaming services.

10.5. Members are not permitted to share specific outcomes or decisions of PSCG meetings through any personal or corporate online platforms, including but not limited to social media, blogs, websites or other digital channels, unless such information has been formally released to the public by the WCO.

10.6. Members are welcome to raise the profile of their participation in the PSCG via their channels but should remain within the bounds of decency, decorum and respect for others.

10.7. A dedicated logo created by the WCO which reads “Member of the WCO Private Sector Consultative Group” can be displayed on PSCG members’ websites should they choose.
10.8. The PSCG, or any member thereof, shall not conduct any interviews with any press or media outlet speaking on behalf of the WCO.

11. Revision

11.1. These RoP are considered a living document and shall be reviewed as required, but no later than three (3) years from the time of enactment or previous review.
11.2. Amendments to this document may be proposed by the PSCG, PTC or WCO Secretariat.
11.3. Any proposed amendments must be considered and endorsed by the PTC and Policy Commission and approved by the Council.