



NOTIFICATION TO THE PARTIES

No. 2016/027

Geneva, 21 March 2016

CONCERNING:

Rules of procedures of CITES bodies

1. At its 66th meeting (SC66, Geneva, 2016), the Standing Committee requested the Secretariat to work in close cooperation with the Chairs of the Animals, Plants and Standing Committee to draft a revised set of Rules of Procedures for the CITES bodies to be circulated, as soon as possible, for wider input by the Parties.
2. The Rules of Procedure of the Conference of the Parties apply *mutatis mutandis* to those of the senior committee (the Standing Committee), and then to the other Convention bodies (the Science Committees). The Secretariat therefore initiated the drafting process by revising the Rules of Procedure of the Conference of the Parties, and then those of the Standing Committee in collaboration with the Chairs of the Standing, Animals and Plants Committee. This should ensure greater consistency between the Rules of Procedure of the different CITES bodies, and eliminate duplication or overlap with provisions concerning committees in Resolution Conf. 11.1 (Rev. CoP16).
3. The purpose of the present consultation with the Parties is to seek the inputs from the Parties on the draft Rules of Procedure of the Conference of the Parties and the Standing Committee that are presented in Annexes 2 and 3 of this Notification to the Parties.
4. The outcomes of this consultation will be reflected in the document on this agenda item that the Secretariat will submit for consideration by the CITES Parties at the 17th meeting of the Conference of the Parties.
5. Parties are therefore kindly invited to provide their comments and inputs at their earliest convenience, but not later than **11 April 2016**. They should be directed to the Secretariat at sofie.flensburg@cites.org.

Background information

At its 66th meeting, the SC decided that the review process of the rules of procedure would primarily address inconsistencies and omissions in the current Rules of Procedure and would propose changes where these are necessary. The Standing Committee identified six specific areas for the review process (extracted from paragraph 7 of document SC66 Doc. 5.2):

a) Membership of the Committees:

There is currently no clear rule for replacing a Committee member in the middle of his or her term. Furthermore, for the Animals and Plants Committees, alternates cannot under the current RoPs replace interchangeably either representatives of their region.

b) Observers (non-State actors)

The categorization of observers permitted to attend meetings of the CITES governing bodies is not consistent throughout the Rules of Procedure. Considering the ever greater interest of non-State actors in participating in CITES meetings (see graphs in paragraph 4 above), the revised Rules of Procedure would clarify their participation in the meetings and ensure consistency across the Committees, specifically on their right to speak; their ability to submit official documents (both working documents and information documents); and their participation in working groups.

c) Working groups

The current Rules of Procedure provide very little guidance on the establishment, composition, working modalities and mandates of Committee working groups, even though these have played an increasing role in the functioning of the governing bodies, particularly the SC, AC and PC. At present, the Standing Committee currently has 31 intersessional working groups, sub-committees, sub-groups, contact groups, consultative groups and advisory groups, working on a variety of key issues for the Convention. The Secretariat has observed that Parties have found it challenging to engage with all these groups simultaneously. It is also important to avoid any overlap between AC, PC and SC working groups on similar topics or species and to clarify the support role expected from the Secretariat.

d) Document management

Considering the increased volume of documents submitted to the Secretariat for the regular meetings of the Committees and the CoP, the Secretariat would like to make greater use of the new technologies available and move to a paper-smart system where all documents would be uploaded on the CITES website and not distributed in hard copy unless specifically requested by members of the Committees or by Parties at the CoP. A more streamlined and transparent process for the submission, distribution and translation of documents prior to the regular meetings could also be put in place.

e) Postal procedure

With the pace of decision-making continuing to increase, the RoPs should include a provision for the possibility of e-voting and the rules associated with it.

f) Adjustments to reflect the fact that a regional economic integration organization has now become a Party to the Convention (see paragraphs 2 to 6 of Article XXI of the Convention)

Using this list as the starting point and acknowledging that one of the six specific areas, area f), has generated special interest among the Parties, the Secretariat in close cooperation with the Chairs of the Animals, Plants and Standing Committee has drafted a revised set of rules of procedure for the CoP and the SC for the consideration of the Parties.

The Secretariat is conscious of the complexity and the different of opinions among Parties on this matter and has identified two basic approaches that Parties may want consider:

1. Generic: Using standard negotiated text already used in the rules of procedure of other international agreements.
2. Specific: In addition to the standard negotiated text reflected in paragraphs 2 to 6 of Article XXI of the Convention and noting that CITES is a voting Convention, adopting additional text on the practical implications of the fact that a REIO has now become a Party to the Convention and will exercise its rights and obligations during the meetings of the Conference of the Parties.

It is noted that the current rules of procedure, as amended at the 16th meeting, Bangkok, 2013, will remain in force until the Parties agree on amended rules.

This revised set of rules of procedures is submitted for consideration of the Parties as a draft and includes some footnotes and brackets around text where there is a need to reflect the fact that a REIO has now become a Party to the Convention, notably around a suggested declaration of competence and voting rights.

As noted above, the aim is to ensure greater consistency across the rules of procedure for the Convention bodies and that the rules of the CoP should as much as possible apply to the committees. The Parties are invited to provide suggestions and views on how to proceed with the RoPs for the Animals and Plants Committees, recognizing the ongoing work in these committees to improve their rules.

Some of the suggested changes in the structure and new text are aligned with existing rules in other international agreements (e.g. scope, definitions, etc.), while other specific provisions referring to REIOs are crafted specifically to respond to the unique voting nature of CITES meetings and therefore do not have a precedent in other international agreements where voting is not customary. Conscious of that fact, the revised rules contains a disclaimer in footnote 2 to the effect that they are not setting a precedent.

As not all Parties have deposited their instrument of acceptance of the Gaborone Amendment, a footnote (1) is suggested to the effect that accepting the rules of procedure cannot be understood as an implicit acceptance of that amendment.

Explanatory notes on the main changes

Thus, the main changes in the revised Rules of Procedure for the CoP are intended to reflect that a regional economic integration organization (REIO) has become a Party to the Convention. The general rule stemming from the Text of the Convention Article XXI, paragraph 4) is that: *In matters within their competence, the REIO shall exercise the rights and fulfil the obligations of Member States which are Parties to the Convention. In such cases the Member States of the organizations shall not be entitled to exercise such rights individually.* A specific rule on voting is set out in Article XXI, paragraph 5.

To address such questions that may arise in applying the RoP to REIOs, the Secretariat has suggested the following changes:

- A new section on definitions in rule 2.
- New paragraphs in Rule 26 on the right to vote. Paragraph 3 transposes into the rules the text of paragraph 5 of Article XXI of the Convention. It is understood that REIO shall not exercise their voting rights in matters that fall outside their fields of competence. The footnote clarifies that REIOs can only exercise the rights on behalf of those Member States which have those rights themselves. For a Member State to be able to vote, the Member State shall be represented with Representatives that have presented credentials that have not been rejected. In other words, REIOs cannot vote on behalf of Member States Parties that have not presented credentials for the meeting. Mostly for practical purposes, paragraph 4 is requiring the REIO to clarify in advance of each vote whether it is voting on behalf of its member states. This is important for the electronic voting system and the vote count.

- It is suggested to move para 2 of Rule 28 (defining the meaning of a "Representative present and voting") to the section of definitions. As this appears in several places throughout the RoP, it seems appropriate to move it. A footnote is suggested to adapt this definition to REIOs.

It should be noted that the Secretariat has not suggested any changes to adjust the RoP for the SC to the REIOs.

Secondly, a few changes to the rules on **observers** in accordance with the mandate of the SC have been suggested. This concerns Rule 4 on access to meetings, Rule 7 (3) on the participation of observers in working group and Rule 30 on the submission of information documents.

These rules are also reflected *mutatis mutandis* in the draft RoP of the SC.

With regard to the other points of the list from the Standing Committee, **Review of the rules on membership, documents and postal procedure**; these are mainly relevant for the committees and suggested changes have been made in the draft rules of procedure for the Standing Committee.

Additional small consequential and editorial revisions have been suggested: amending chairman to chair etc.

Finally, it would appear that the changes to the Resolution Conf. 11.1 (Rev. CoP16) may also be required to address some of the concerns listed above, in particular the issue related to membership. Some of the suggested changes would also entail a revision of Resolution Conf. 13.8 (Rev. CoP16) on the participation of observers in meetings of the Conference of the Parties. Any views in this regard would be appreciated.

CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES
OF WILD FAUNA AND FLORA

Rules of Procedure of the Conference of the Parties

(as amended at the 16th meeting, Bangkok, 2013)

[With suggested changes for the 17th meeting](#)
[DRAFT ZERO \(11.03.2016\)](#)

Part I Participants: delegates, observers, Secretariat

Rule 1 Scope

[These rules of procedure shall apply to any meeting of the Conference of the Parties to the Convention convened in accordance with Article XI of the Convention.¹](#)

Rule 2 Definitions

- [1. "Convention" means the Convention on International Trade in Endangered Species of Wild Fauna and Flora agreed at a meeting of representatives of 80 countries in Washington DC., United States of America, on 3 March 1973.](#)
- [2. "Parties" means Parties to the Convention as defined by Article I, sub paragraph \(h\), Article XXI and Article XXII of the Convention.](#)
- [3. "Regional economic integration organization" means an organization defined in Article XXI, paragraph 2 of the Convention;²](#)
- [4. "Conference of the Parties \(CoP\)" means the Conference of the Parties established by Article XI of the Convention;](#)
- [5. "Delegates" means Representatives, Alternate Representatives and Advisers representing a Party to the Convention;](#)
- [6. "Duly accredited" means that the credentials for the Representatives, Alternative Representatives and Advisers representing Parties to the Convention have been accepted by the Credentials Committee in accordance with Rule 5 below;](#)
- [7. "Representatives present and voting" means duly accredited Representatives present and casting an affirmative or negative vote;³](#)

¹ [These rules of procedure cannot be understood as an implicit acceptance of Gaborone Amendment by those Parties which have not deposited their instrument of acceptance of that amendment.](#)

² [Nothing in these rules prejudices the legal views of any Party concerning the rights and obligations of regional economic integration organizations in other international fora.](#)

8. "Presiding officer" means the officers elected to preside the sessions in accordance with Rule 14 of these rules;
9. "Secretariat" means the Secretariat of the Convention that shall convene, service and act as secretariat for any meeting of the Conference of the Parties. in accordance with Article XII, paragraph 2 of the Convention;
10. "Working documents" comprise all documents, including the draft agenda, draft resolutions, draft decisions and reports submitted by the Secretariat or by any Party to the Convention as well as proposals to amend Appendices I and II, submitted by Parties, for discussion and possible decision by the Conference of the Parties;
11. "Information documents" are documents submitted by Parties, observers and the Secretariat for information purposes only.

Rule 3 **Delegates**

1. A ~~State~~ Party to the Convention (~~hereafter referred to as "a Party"~~)⁴ shall be entitled to be represented at the meeting by a delegation consisting of a Representative and such Alternative Representatives and Advisers as the Party may deem necessary.
2. An Alternative Representative may at any time act in the place of the Representative.

Rule 24 **Observers**

1. The United Nations, its specialized agencies, the International Atomic Energy Agency, as well as any State or regional economic integration organization not a Party to the Convention may be represented at the meeting by observers who shall have the right to participate in the plenary sessions and sessions of Committees I and II but not to vote.⁵
2. Any body or agency ~~technically~~ qualified in protection, conservation or management of wild fauna and flora which is either:
 - a) an ~~international intergovernmental agency or body, either governmental or non-governmental,~~ or a national governmental agency or body; or
 - b) an international or national non-governmental agency or body or a private sector entity which has been approved for this purpose by the State in which it is formally registered, unless it has already been ~~located~~ registered by the Secretariat in accordance with Resolution 13.8 (Rev. CoP16);

and which has informed the Secretariat of the Convention of its desire to be represented at the meeting by observers 60 days before the meeting, shall be permitted to be so represented in the plenary sessions and sessions of Committees I and II unless one-third of the Representatives present and voting object. Once admitted, these observers shall have the right to participate but not to vote.⁶ However, the right of observers to participate may be withdrawn if so agreed by one-third of the Representatives present and voting.

³ [In the case of regional economic integration organizations, "representatives present and voting" means duly accredited Representatives of such organizations present and casting a number of affirmative or negative votes, equal to the number of Member States that are Parties to the Convention, provided that such Member States are duly accredited to the meeting of the Conference of the Parties.]

⁴ See Convention, Article I, sub-paragraph (h), and Article XXII. A Party is a State that has deposited with the Government of the Swiss Confederation its instrument of ratification, acceptance, approval or accession at least 90 days before the meeting.

⁵ See Convention, Article XI, paragraph 6.

⁶ See Convention, Article XI, paragraph 7.

Rule 35 **Credentials**

1. The Representative ~~and/or~~ any Alternative Representative of a Party as well as any Adviser in the delegation shall have been granted powers by a proper authority, i.e. the Head of State, the Head of Government or the Minister of Foreign Affairs, enabling him/her to represent the Party at the meeting. Any Adviser in the delegation of a Party shall submit credentials provided either by the same authority or by a duly accredited Representative whose credentials expressly authorize him/her to appoint Advisers to the delegation.
2. All credentials shall be submitted to the Secretariat of the Convention, where possible at least one-three weeks before the opening session of the meeting, together with a translation into English, French or Spanish if they are not in one of these languages.
3. The Credentials Committee referred to in Rule 57, paragraph 2 a), shall examine the credentials and shall report thereon to the meeting. It shall recommend acceptance of credentials only if the signed original has been presented.
4. Pending a decision on their credentials, delegates may participate provisionally in the meeting but not vote. The right to participate in the meeting shall not extend to persons whose credentials the Conference of the Parties has decided are unacceptable.
5. Bodies and agencies desiring to be represented at the meeting by observers shall submit the names of these observers to the Secretariat of the Convention at least six weeks prior to the opening of the meeting. ~~[and, in the case of~~ Within the same deadline, bodies and agencies referred to in Rule 24, paragraph 2 b) above, shall also submit evidence of the approval of the State in which they are located, unless they have already been registered by the Secretariat in accordance with Resolution 13.8 (Rev. CoP16) and shall pay the standard participation charge to the Secretariat.] ~~to the Secretariat of the Convention at least six weeks prior to the opening of the meeting.~~

Rule 46 **Secretariat and Secretary-General**

1. The Secretary-General of the Convention shall act in that capacity in all meetings of the Conference of the Parties and its committees. He/she may designate a member of the Secretariat to act in their place at these meetings.
2. The Secretariat of the Convention shall prepare or receive, translate, and distribute the working documents of the Conference of the Parties; provide for interpretation in the three working languages of the Convention interventions made at the meetings; prepare and circulate the records of the sessions; have the custody and proper preservation of the documents in the archives of the Secretariat; and perform all other work which the Conference of the Parties may require within the limit of the resources available~~service and act as secretariat for the meeting.~~⁷

Part II

Arrangement of the meeting

Rule 57 **Plenary sessions, committees and working groups**

1. The Conference of the Parties conducts its work in plenary sessions and in committee sessions.
2. The Conference of the Parties shall establish the following sessional committees:
 - a) the Credentials Committee, of not more than five Representatives of different Parties, which shall report to the meeting;

⁷ — See Convention, Article XII, paragraph 2 (a).

- b) Committee I, which shall be responsible for making recommendations to the Conference on all proposals to amend the appendices of the Convention and on any matter of a primarily biological nature; and
 - c) Committee II, which shall act similarly in relation to all other matters to be decided upon by the Conference.
3. The Conference and Committees I and II may establish such working groups as may be necessary to enable them to carry out their functions. They shall define the terms of reference and composition of each working group and shall strive to achieve regional balance as appropriate and where possible. The membership of the working groups will be limited to Delegates and to those observers with expertise on the matter invited by the Presiding Officer of the session at which the working group is established. The Presiding Officer shall aim to ensure a balance between observers representing different bodies, agencies and private sector entities, the size of which may be limited according to the number of places available in assembly rooms.
 4. Unless appointed by the Presiding Chair of the session at which the working group is established, Each working group shall elect its own officers from among the Delegates that are members of the working group.

Rule ~~68~~ **Rules of Procedure of committees and working groups**

Insofar as they are applicable, these Rules shall apply *mutatis mutandis* to the proceedings of committees and working groups.

Rule ~~79~~ **Quorum**

A quorum for a plenary session of the meeting or for a session of Committee I or II shall consist of one-half of the Parties having duly accredited delegations at the meeting. No plenary session or session of Committee I or II shall take place in the absence of a quorum.

Rule ~~810~~ **Working languages**

1. English, French and Spanish shall be the working languages of the meeting.
2. Interventions made in any of the three working languages shall be interpreted into the other working languages in plenary session and sessions of Committees I and II. Interpretation shall only be provided in sessions of the Credentials Committee, the Bureau and working groups, if the Conference of the Parties agrees to provide the only if resources allow for this.
3. The official-working documents of the meeting shall be distributed in the three working languages, except for informational documents submitted in accordance with Rule 28-30 below which are not submitted for discussion and therefore shall be distributed only in the working language in which they are provided.

Rule ~~911~~ **Other languages**

1. A participant may speak in a language other than a working language. He/she shall be responsible for providing interpretation into a working language. Interpretation by the Secretariat into the other working languages may be based upon that interpretation.
2. Any document submitted to the Secretariat in any language other than a working language shall be accompanied by a translation into one of the three working languages.

Rule ~~4012~~ **Summary records**

1. A summary record of plenary sessions and of sessions of Committees I and II shall be prepared by the Secretary in the three working languages of the meeting for endorsement by the Conference of the Parties before the closure of the meeting.

~~2. A consolidated summary record of each meeting shall be prepared. Summary records of plenary sessions and of sessions of Committees I and II shall be kept~~ by the Secretariat in the three working languages of the meeting. ~~These~~ This shall be circulated to all Parties as soon as possible after the meeting.

~~23.~~ The Credentials Committee and working groups shall decide upon the form in which their records shall be prepared.

Rule ~~4113~~ **Seating**

1. Delegations shall, as a general rule, be seated in accordance with the alphabetical order of the English language names of the Parties they represent.
2. Seating limitations may require that no more than four delegates of any Party be present at plenary sessions and sessions of Committees I and II.
3. Observers shall be seated in one or more designated areas within the meeting room. They may enter an area designated for delegations only when invited to do so by a delegate.
4. Seating limitations may require that no more than two observers from any State not a Party, or from any Observer body or agency, be present at plenary sessions and sessions of Committees I and II.

Rule ~~4214~~ **Publicity of debates**

1. All plenary sessions of the meeting and sessions of Committees I and II shall be open to the public. However any single session may be closed to the public by a decision of a simple majority of the Representatives present and voting.
2. As a general rule, ~~participation in~~ sessions of the Credentials Committee or any working group shall be ~~limited~~ open only to the delegates and those observers invited by the Presiding Officer of the session at which the Committee or working group is established. ~~However, the Presiding Officer may leave it to the discretion of the Chairman of a committee or working group to decide on the invitation of observers.~~

Rule ~~4315~~ **Media**

1. Representatives of the media may attend the meeting after they have been accredited by the Secretariat. Media accreditation is strictly reserved for members of the press (print, photo, radio, television, film, news agencies, online media) who represent a bona fide media organization and is not registered as observer agencies and bodies. Applications are considered on a case-by-case basis and the decisions of the Secretariat are final. Plenary sessions and sessions of Committees I and II are open to the representatives of the media unless such sessions are closed to the public.
2. The representatives of the media shall be seated in a designated area within the meeting room. Photographers and television crews may only enter the areas designated for delegations and for observers when invited to do so by the ChairmanChair of the Conference or the ChairmanChair of Committee I or II, and for as long as they are so authorized. Requests for such authorization shall be addressed to the Secretariat.

Part III

Officers

Rule ~~4416~~ **ChairmenChairs and Vice-ChairmenChairs**

1. The ChairmanChair of the Standing Committee shall act as temporary ChairmanChair of the Conference until the Conference of the Parties elects a ChairmanChair in accordance with Rule 14, paragraph 2.

2. The Conference of the Parties shall elect a [ChairmanChair](#), an Alternate [ChairmanChair](#) and two Vice-[ChairmenChairs](#) of the Conference to preside over plenary sessions of the meeting. It shall also elect a [ChairmanChair](#) for each of the Committees I and II and the Credentials Committee. Candidates for these offices shall be nominated by the Standing Committee after appropriate consultations with, *inter alia*, if applicable, the host country. The Standing Committee shall satisfy ~~themselves-itself~~ that the candidates are, *prima facie*, capable of impartially expediting the business of the Conference. As Presiding Officers have no vote there is no other qualification required for nomination.
3. The [ChairmanChair](#) of the Conference shall preside at all plenary sessions of the meeting.
4. If the [ChairmanChair](#) of the Conference is absent or is unable to discharge his/her duties, the Alternate [ChairmanChair](#) shall deputize for him/her as Presiding Officer. If the [ChairmanChair](#) and Alternate [ChairmanChair](#) are both unavailable, the Bureau shall nominate one of the Vice-[ChairmenChairs](#) of the Conference to serve as Presiding Officer.
5. If the [ChairmanChair](#) of a Committee is absent or is unable to discharge his/her duties, the Bureau shall nominate one of the Vice-[ChairmenChairs](#) of the Conference to deputize for him/her as Presiding Officer.
6. The Presiding Officer shall not vote.

Rule ~~45~~17 Bureau

1. The [ChairmanChair](#), the Alternate [ChairmanChair](#) and the Vice-[ChairmenChairs](#) of the Conference, the [ChairmenChairs](#) of Committees I and II and of the Credentials Committee, the [ChairmanChair](#) and the other members of the Standing Committee and the Secretariat shall constitute the Bureau of the Conference with the general duty of ensuring the effective enforcement of the Rules of Procedure and forwarding the business of the meeting, and shall take such steps as are necessary to alter the timetable or structure of the meeting to ensure the effective completion of business including, as a last resort, the limiting of time for debates.
2. The [ChairmanChair](#) of the Conference shall preside over the Bureau.
3. If the [ChairmanChair](#) of the Conference is absent or is unable to discharge his/her duties, the Alternate [ChairmanChair](#) shall deputize for him/her. If the [ChairmanChair](#) and Alternate [ChairmanChair](#) are both unavailable, the Bureau shall nominate one of the Vice-[ChairmenChairs](#) to preside.

Part IV

Rules of order and debate

Rule ~~46~~18 Powers of Presiding Officer

1. In addition to exercising the powers conferred upon him/her elsewhere in these Rules, the Presiding Officer shall at plenary sessions of the meeting and at sessions of Committees I and II, the Credentials Committee and working groups:
 - a) declare the session open and closed;
 - b) direct the discussion;
 - c) ensure the observance of these Rules;
 - d) accord the right to speak;
 - e) put questions to a vote and announce decisions;
 - f) rule on points of order;

- g) subject to these Rules, have complete control of the proceedings and the maintenance of order; and
 - h) where necessary, determine that Rule [4413](#), paragraph 2 or 4 [on seating arrangements](#), shall be applied.
2. The Presiding Officer may, in the course of discussion at a plenary session of the meeting or at sessions of Committees I and II, the Credentials Committee and working groups, propose:
- a) time limits for speakers;
 - b) limitation of the number of times the members of a delegation or the observers from a State not a Party, body or agency may speak on any question;
 - c) the closure of the list of speakers;
 - d) the adjournment or the closure of the debate on the particular subject or question under discussion; and
 - e) the suspension or adjournment of the session.

Rule [4719](#) Right to speak

1. The right to speak shall extend to Representatives, Alternative Representatives and Advisers whose credentials are under consideration or have been accepted, and to observers who have been admitted to the meeting in accordance with Rule [24](#), as well as to the Secretariat.
2. [The Chairs of the Animals and Plants Committees shall have the right to speak in that capacity on matters relevant for the work of the Committees.](#)
3. The Presiding Officer shall, as a general rule, call upon speakers in the order in which they signify their desire to speak and shall give precedence to the delegates and to the Secretariat. Amongst observers, precedence shall be given to non-Party States, intergovernmental organizations and non-governmental organizations, in this order. However the Presiding Officer may depart from this general rule and call on speakers in the order that he/she judges appropriate to ensure the timely progress of the debate.
34. A delegate or observer shall speak only if called upon by the Presiding Officer, who may call a speaker to order if his/her remarks are not relevant to the subject under discussion.
45. A speaker shall not be interrupted except on a point of order. He/she may, however, with the permission of the Presiding Officer, give way during his/her intervention to allow any other delegate or observer to request elucidation on a particular point.
56. The ~~Chairman~~[Chair](#) of a committee or working group may be accorded precedence for the purpose of explaining the conclusion arrived at by that committee or working group.
67. The Conference and Committees I and II may, on a proposal by the Presiding Officer or by a Representative, limit the time to be allowed to each speaker and the number of times the members of a delegation or the observers either from a State not a Party, or from an agency or body may speak on any question. When the debate is subject to such limits, and a speaker has spoken for his/her allotted time, the Presiding Officer shall call him/her to order without delay.
78. During the course of a debate the Presiding Officer may announce the list of speakers and, with the consent of the Conference, or Committee I or II, declare the list closed. He/she may, however, accord the right of reply to any delegate or observer if an intervention delivered after he/she has declared the list closed makes this desirable.

Rule 4820 *Procedural motions*

1. During the discussion of any matter, a Representative may rise to a point of order. Except in cases where the speaker wishes to propose one of the motions referred to in paragraph 2, the point of order shall be immediately decided by the Presiding Officer. A Representative may appeal against the ruling of the Presiding Officer. The appeal shall be immediately put to a vote and the Presiding Officer's ruling shall stand unless a simple majority of the Representatives present and voting otherwise decides. In such instances, a Representative rising to a point of order may not speak on the substance of the matter under discussion.
2. The motions listed below shall have precedence, in the order shown, over all other proposals or motions before the Conference. In addition to the proposer of the motion, a delegate may speak in favour of the motion and a delegate of each of two Parties may speak against it, after which the motion shall be immediately put to a vote. The Presiding Officer may limit the time to be allowed to the speakers.

Regarding the session

- a) suspension of the session
- b) adjournment of the session

Regarding the debate on a particular issue

- c) adjournment of the debate on the particular subject or question under discussion
- d) closure of the debate on the particular subject or question under discussion.

Rule 4921 *Motions to open and reopen debates in plenary sessions*

1. Whenever the Conference, in plenary session, decides upon a recommendation originating from Committee I or II, where the discussion of the recommendation has been conducted with interpretation in the three working languages, there shall be no further discussion on the recommendation and it shall immediately be decided upon.

However, any Representative, if seconded by a Representative of another Party, may present a motion for the opening of debate. Permission to speak on the motion shall be granted only to the Representative presenting it and a seconder, and to a Representative of each of two Parties wishing to speak against, after which the motion shall immediately be put to a vote. A motion to open the debate shall be granted if one-third of the Representatives present and voting support the motion. While speaking on a motion to open the debate a Representative may not speak on the substance of the recommendation itself.

2. Once a proposal for amendment of Appendix I or II has been adopted or rejected by the Conference of the Parties, it may not be reconsidered during the meeting.
3. Without prejudice to paragraph 2 of this Rule, whenever the Conference, in plenary session, following a discussion conducted with interpretation in the three working languages, has adopted a decision that is not based on a recommendation originating from Committee I or II, it may be reconsidered during the meeting only under the following circumstances.

Any Representative, if seconded by a Representative of another Party, may present a motion for the reopening of debate. Permission to speak on the motion shall be granted only to the Representative presenting it and the seconder, and to a Representative of each of two Parties wishing to speak against, after which the motion shall immediately be put to a vote. A motion to reopen the debate shall be granted if two-thirds of the Representatives present and voting support the motion. While speaking on a motion to reopen the debate a Representative may not speak on the substance of the decision itself.

Part V Submission of proposals and procedures for making decisions

Rule 2022 *Submission of draft resolutions, draft decisions and other working documents (except proposals to amend Appendices I and II)*

1. As a general rule, working documents, including draft resolutions, draft decisions, reports and other documents shall not be longer than 6,000 words and shall have been communicated at least 150 days before the meeting to the Secretariat, which shall circulate them to all Parties in the working languages of the meeting.
2. However, the Secretariat, before the meeting, or the Bureau, during the meeting, may also permit the discussion and consideration of urgent draft resolutions, draft decisions and other documents arising after the 150-day period provided that they have been circulated as above and their consideration will not unduly inhibit the proceedings of the Conference.
3. Draft resolutions, draft decisions and other documents arising out of discussion of the foregoing may be discussed at any plenary session or any session of Committee I or II provided that copies of them have been circulated to all delegations, in the working languages, no later than during the session preceding the session at which they are to be discussed.
4. The Representative of any Party that has submitted a draft resolution, draft decision or other document may, at any time, withdraw it. Once withdrawn, it may not be re-submitted during the meeting.

Rule 2123 *Procedure for deciding on draft resolutions, draft decisions and other documents (except proposals to amend Appendices I and II)*

1. The Conference shall as far as possible decide on draft resolutions, draft decisions and other documents by consensus.
2. Whenever the Conference does not reach a consensus on the adoption or rejection of a draft resolution, draft decision or other document, the Presiding Officer shall propose its adoption be put to a vote.
3. If two or more draft resolutions, draft decisions or other documents relate to the same question, the Conference shall, unless it determines otherwise, decide on them in the order in which they have been submitted. The Conference may, after deciding on a draft resolution, draft decision or other document, consider whether to decide on the next such draft resolution, draft decision or document.
4. A Representative may propose that parts of a draft resolution, draft decision or other document shall be decided upon separately. If any objection is made to the request for such division, the motion for division shall be voted upon. Permission to speak on the motion shall be accorded only to a delegate from each of two Parties wishing to speak in favour of, and a delegate from each of two Parties wishing to speak against, the motion. If the motion for division is carried, those parts of the draft resolution, draft decision or other document that are subsequently approved shall be decided upon as a whole. If all operative parts of the draft resolution, draft decision or other document have been rejected, it shall be considered to have been rejected as a whole.
5. Any Representative may propose an amendment to a draft resolution, draft decision or other document. The Presiding Officer may permit the immediate discussion and consideration of amendments to draft resolutions, draft decisions and other documents, even though such amendments have not been circulated previously.
6. When an amendment is moved to a draft resolution, draft decision or other document, the amendment shall be decided on first. When two or more amendments are moved to a draft resolution, draft decision or other document, the Conference shall first decide on the amendment furthest removed in substance from the original text and then on the amendment next furthest removed therefrom, and so on until all amendments have been submitted to

decision. When, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be submitted to decision. If one or more amendments are adopted, the amended draft resolution, draft decision or other document shall then be decided upon.

Rule [2224](#) *Submission of proposals for amendment of Appendices I and II*

1. Proposals for amendment of Appendices I and II shall have been communicated at least 150 days before the meeting to the Secretariat, which shall circulate them to all Parties⁸ in the working languages.
2. The Representative of the Party that has submitted a proposal for amendment of Appendices I and II may, at any time, withdraw the proposal or amend it to reduce its scope or to make it more precise. Once a proposal has been withdrawn, it may not be re-submitted during the meeting. Once a proposal has been amended to reduce its scope, it may not be re-amended, during the meeting, to increase the scope of the amended proposal.

Rule [2325](#) *Procedure for deciding on proposals for amendment of Appendices I and II*

1. The Conference shall as far as possible decide on proposals for amendment of Appendices I and II by consensus.
2. Whenever the Conference does not reach a consensus on the adoption or rejection of a proposal for amendment of Appendices I and II, the Presiding Officer shall propose that the decision on the amendment be put to a vote.
3. A Representative may move that parts of a proposal for amendment of Appendices I and II shall be decided on separately. If any objection is made to the request for such division, the motion for division shall be voted upon. Permission to speak on the motion shall be accorded only to a delegate from each of two Parties wishing to speak in favour of, and a delegate from each of two Parties wishing to speak against, the motion. If the motion is carried, those parts of the proposal which are subsequently approved shall be decided upon as a whole. If all parts of the proposal have been rejected, it shall be considered to have been rejected as a whole.
4. If two or more proposals for amendment of Appendices I and II relate to the same taxon and have the same substance, the Conference shall decide on one proposal only. If this proposal is adopted or rejected, the other or others is or are deemed to be adopted or rejected also.
5. Any Representative may propose an amendment to a proposal for amendment of Appendix I or II to reduce its scope or to make it more precise. The Presiding Officer may permit the immediate discussion and consideration of such a proposed amendment even though it has not been circulated previously.
6. If two or more proposals including proposals amended in accordance with Rule [2224](#), paragraph 2, and proposals made in accordance with Rule [2325](#), paragraph 5 relate to the same taxon, but are different in substance, the Conference shall first decide on the proposal that will have the least restrictive effect on the trade and then on the proposal with the next least restrictive effect on the trade, and so on until all proposals have been submitted to decision. When however, the adoption of one proposal necessarily implies the rejection of another proposal, the latter proposal shall not be submitted to decision.

⁸ See Convention, Article XV, paragraph 1 (a).

Rule 2426 *Right to vote*

1. Each Party shall have one vote, except as provided for in paragraph 3 below.
2. The duly accredited Representative of a Party shall exercise the voting rights of that Party.
3. In the fields of their competence, regional economic integration organizations shall exercise their right to vote with a number of votes equal to the number of their Member States which are Parties to the Convention.⁹ Such organizations shall not exercise their right to vote if their Member States exercise theirs, and vice versa.¹⁰
4. In advance of each vote, each regional economic integration organization shall announce whether it is voting on behalf of its Member States in accordance with Rule 26 (3) above or whether its Member States will exercise their right to vote themselves.¹¹

Rule 2527 *Methods of voting*

1. The Conference shall normally vote through an electronic system or by show of hands, but any Representative may request a roll-call vote. In the case of votes taken by an electronic system, other than votes taken by secret ballot, the individual votes of all Parties shall be displayed on a screen for all participants to see immediately after a vote has taken place, and included in the summary record of the session. The roll-call vote shall be taken in the seating order of the delegations. The Presiding Officer may himself/herself require a roll-call vote on the advice of the tellers where they are in doubt as to the actual number of votes cast and this is likely to be critical to the outcome.
2. All votes in respect of the election of officers or of prospective host countries shall be by secret ballot when there is more than one candidate and, although it shall not normally be used, any Representative may request a secret ballot for other matters. The Presiding Officer shall ask whether the request is seconded. If it is seconded by 10 Representatives the vote shall be by secret ballot.
3. Voting by roll-call or secret ballot shall be expressed by "Yes", "No", or "Abstain". Only affirmative and negative votes shall be counted in calculating the number of votes cast.
4. The Presiding Officer shall be responsible for the counting of the votes and shall announce the result. After all votes, except those concerning the designation of the next host country, the Presiding Officer shall announce the number of affirmative votes, negative votes and abstentions, as well as the majority needed to adopt the decision submitted to votation. He/she may be assisted by tellers appointed by the Secretariat.
5. After the Presiding Officer has announced the beginning of a vote, it shall not be interrupted except by a Representative on a point of order in connection with the actual conduct of the voting. The Presiding Officer may permit Representatives to explain their votes either before or after the voting, and may limit the time to be allowed for such explanations.

⁹ Provided that such Member States are duly accredited to the meeting of the Conference of the Parties.

¹⁰ [Regional economic integration organizations shall only exercise a right to vote in matters within the fields of their competence. In matters outside the fields of their competence, regional economic integration organizations shall not exercise their voting rights.]

¹¹ [Regional economic integration organizations are invited to indicate in writing in advance of the meeting the matters on the agenda of the Conference of the Parties within their competence, where they will exercise the rights and fulfil the obligations which this Convention attributes to their Member States, which are Parties to the Convention.]

Rule 2628 Majority

1. Except where otherwise provided for under the provisions of the Convention, these Rules or the Terms of Reference for the Administration of the Trust Fund, all votes on procedural matters relating to the conduct of the business of the meeting shall be decided by a simple majority of the Representatives present and voting, while all other decisions shall be taken by a two-thirds majority of Representatives present and voting.
2. ~~For the purpose of these Rules of Procedure, "Representatives present and voting" means duly accredited Representatives present and casting an affirmative or negative vote.~~ Representatives abstaining from voting or Representatives who cast a vote of abstention, shall not be counted in calculating the majority required.

Rule 2729 Elections

1. If in an election to fill one place no candidate obtains the absolute majority in the first ballot, a second ballot shall be taken restricted to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, the Presiding Officer shall decide between the candidates by drawing lots.
2. If in the first ballot there is a tie amongst candidates obtaining the second largest number of votes, a special ballot shall be held amongst them for reducing the number of candidates to two.
3. In the case of a tie amongst three or more candidates obtaining the largest number of votes in the first ballot, a special ballot shall be held amongst them for reducing the number of candidates to two. If a tie then results amongst two or more candidates, the Presiding Officer shall reduce the number to two by drawing lots, and a further ballot shall be held in accordance with paragraph 1 of this Rule.
4. This Rule also applies to the designation of the next host country of the Conference of the Parties.

Part VII Informative Information documents and exhibitions

Rule 2830 Submission of informative documents and exhibitions

1. Informative documents on the protection, conservation or management and utilization of natural resources wild fauna and flora may be submitted for the attention of the participants to the meeting by:
 - a) any Representative of a Party or any observer representing a State not party to the Convention or an intergovernmental organization;
 - b) any observer representing any other organization; and
 - c) the Secretariat.
2. No approval is required for the distribution of such documents. However, they shall clearly identify who is presenting them.
3. Information documents from the States and organizations referred to in paragraph 1 above of this Rule may, on request, be distributed by the Secretariat. In this case, they shall be provided in sufficient numbers for distribution. Information documents submitted by Parties and by the Secretariat relating to specific items on the agenda of the meeting shall be numbered by the Secretariat and included in its list of official documents.
4. The CITES logo may not be used on information documents and other material unless authorized by the CITES Secretariat.

45. Any Representative may complain to the Bureau if an informative document that has been distributed is considered offensive or uses the CITES logo without authorization, in accordance with Rule 31 below.
56. Apart from an exhibition from the host country, where applicable, to show how it conserves nature and implements the Convention, no exhibition is authorized in the immediate vicinity of meeting rooms. Exhibitions set up in a specific exhibition area, at the cost of the exhibitors, may be subject to the approval of the Bureau, which may withdraw such permission at any time.

Part VIII

Complaints

Rule 2931 *Complaints*

1. A complaint may be addressed to the Bureau pursuant to Rule 2830, paragraph 45 above, or by any participant who has been subject to abuse by another.
2. When it receives a complaint, the Bureau shall obtain information necessary to consider the validity of the complaint, bearing in mind that legitimate differences of opinion may exist.
3. In the case of a complaint received pursuant to Rule 2830, paragraph 45 above, it shall consider whether the document concerned abuses or vilifies a Party, or brings the Convention into disrepute.
4. The Bureau shall decide on appropriate action, which may, as a last resort, include either a proposal to the Conference of the Parties to withdraw the right of admission of an organization to the meeting, or a formal complaint to a Party.

Part IX

Amendment of the Rules of Procedure

Rule 3032 *Amendment*

These Rules are established by the Conference of the Parties and shall remain valid for each meeting of the Conference unless they are amended by two-thirds majority decision of the Representatives present and votingConference.

CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES
OF WILD FAUNA AND FLORA**Rules of Procedure of the Standing Committee**

(as amended at the 65th meeting, Geneva, July 2014)

With suggested changes**DRAFT ZERO (11.03.2016)****Representation and attendance**Rule 1

Each member of the Committee shall be entitled to be represented at meetings of the Committee by a Representative and an Alternate Representative. Each member shall also designate a person with whom communications regarding the work of the Committee should be conducted between meetings of the Committee and an alternate.

Rule 2

If a regional member is not represented at a meeting, ~~its~~ an alternate member from the same region shall be entitled to represent the region.

Rule 3

The Representative shall exercise the voting right of a member or alternate member. In his/her absence, the Alternate Representative shall act in his/her place. Only members or alternate members representing the six regions shall have the right to vote, except in the case of a tie vote when the Depositary Government shall have the right to vote to break the tie.

Rule 4

Parties not members of the Committee shall be entitled to be represented at meetings of the Committee by observers who shall have the right to participate but not to vote.

Rule 5

The United Nations, its Specialized Agencies, the International Atomic Energy Agency, as well as any State not a Party to the Convention may be represented at meetings by observers who shall have the right to participate in meetings of the Committee but not to vote.

Rule 6

- ~~The Chair may invite any person to attend a meeting of the Committee as an observer and may invite~~ Any body or agency to be represented at a meeting of the Committee by observers provided that any such person, body or agency is technically qualified in protection, conservation or management of wild fauna and flora which is either:

a) an intergovernmental or a national governmental agency or body; or

b) an international or national non-governmental agency or body or a private sector entity which has been approved for this purpose by the State in which it is formally registered, unless it has already been registered by the Secretariat in accordance with Resolution 13.8 (Rev. CoP16);

and which has informed the Secretariat of the Convention of its desire to be represented at the meeting by observers 45 days before the opening of the meeting, shall be permitted to be so represented in the meeting of the Standing Committee. Once admitted, these observers shall have the right to participate but not to vote. However, the right of any such observers to participate may be withdrawn at any time if so agreed by the Committee.

2. Bodies and agencies desiring to be represented at the meeting by observers shall submit the names of these observers to the Secretariat of the Convention at least 30 days prior to the opening of the meeting. Within the same deadline, bodies and agencies referred to in Rule 6, paragraph 2 b) above shall also submit evidence of the approval of the State in which they are registered, unless they have already been registered by the Secretariat in accordance with Resolution 13.8 (Rev. CoP16) and shall pay the standard participation charge to the Secretariat.

~~Such observers shall have the right to participate only during the discussion of specific agenda items determined by the Committee, but not to vote. However, the right of any such observer to participate shall be withdrawn if so agreed by the Committee.~~

~~2. a) Any body or agency wishing to participate in a meeting of the Committee in accordance with paragraph 1 shall submit a request to the Secretariat at least 30 days before the meeting, or in the case of an emergency meeting at least seven days prior to that meeting.~~

~~b) Any such request from a body or agency shall be accompanied by:~~

~~i) relevant information with regard to its technical qualifications;~~

~~ii) the name/s of the observer/s who have been authorized to represent it at the meeting; and~~

~~iii) proof of the approval of the State in which the national non-governmental body or agency is located or, in which the international non-governmental body or agency is headquartered.]~~

~~c) The Secretariat shall forward each request received and relevant information to the Chair and the members of the Committee for approval.~~

Credentials

Rule 7

The Representative or, in his/her absence, the Alternate Representative of a member shall, before exercising the voting rights of the member at a meeting, have been granted credentials by or on behalf of a proper authority enabling him or her to represent the member at the meeting.

Rule 8

Any observer representing a State or an intergovernmental organization in a meeting, shall have been granted credentials by or on behalf of a proper authority enabling him ~~or~~ her to represent the State or organization.

Rule 9

The credentials required under Rules 7 and 8 shall be presented to the Secretariat of the Convention two weeks before the opening of the meeting, together with a translation into one of the three working languages if they are not in one of those languages.

Rule 10

The Secretariat shall review the credentials and report to the Committee at the earliest opportunity, and shall provide a list of the credentials received in accordance with Rules 7 and 8, and draw attention to any potential problems.

Rule 11

On the basis of the report of the Secretariat, the Committee shall decide whether to accept the credentials presented and whether any of them requires further review by members of the Committee. In the latter case, a Credentials Committee of not more than three Representatives of members, or their Alternates, shall examine the credentials requiring further review and shall report thereon at the meeting. Credentials in the form of a letter from the Minister for Foreign Affairs or the Minister responsible or the Director of the Management Authority or a *note verbale* from a permanent mission may be accepted. Verifiable copies of credentials may also be accepted. Credentials shall however not be accepted if they have been signed by the person whom they accredit. Credentials may be valid for more than one meeting if this is specified in the text thereof.

Rule 12

Pending a decision on their credentials, representatives of members and observers referred to in Rule 8 may participate provisionally in the meeting. The right to participate in the meeting shall not extend to persons whose credentials the Standing Committee has decided are unacceptable.

Officers and Secretariat

Rule 13

Following each regular meeting of the Conference of the Parties, the regional members of the Committee shall elect its Chair, Vice-Chair and Alternate Vice-Chair from among the regional members.

Rule 14

The Chair shall preside at meetings of the Committee, approve the provisional agenda prepared by the Secretariat and maintain liaison with other CITES committees between meetings of the Committee. He/she shall represent the Committee and the Parties as required within the limits of the Committee's mandate, and shall carry out such other functions as may be entrusted to him/her by the Committee.

Rule 15

The Vice-Chair and the Alternate Vice-Chair shall assist the Chair in his/her functions, and shall act on his/her behalf at meetings in the absence of the Chair.

Rule 16

The Secretariat of the Convention shall service and act as secretary for meetings of the Committee. However, in the event of a closed session, the meeting shall provide for its own rapporteur, if needed.

Arrangement of the Meetings

Rule 17

Subject to guidance provided by the Conference of the Parties, Meetings of the Committee shall be called at the request of the Chair or of a simple majority of the members.

Rule 18

The time and place of meetings shall be determined by the Chair in consultation with the Secretariat and the Committee, and in line with any instructions provided by the Conference of the Parties.

Rule 19

Notice of meetings shall normally be given by the Secretariat at least 75 days, and in case of emergency meetings at least 14 days, in advance of the meeting.

Rule 20

1. Representatives of Committee members shall, as a general rule, be seated in accordance with the alphabetical order of the English language names of the Committee members they represent. Seating

limitations may require that no more than four delegates of any Committee members be seated with the delegation of the Committee member with additional members be seated with observers.

2. Behind delegations of Committee members, shall be seated delegations of Parties not members of the Committee, as a general rule, in accordance with the alphabetical order of the English language names of the Parties they represent. Seating limitations may require that no more than four delegates of any Party not member of the Committee be present at plenary sessions.

3. Observers shall be seated in one or more designated areas within the meeting room. Seating limitations may require that no more than two observers from any State not a Party, or from any Observer body or agency, be present at plenary sessions.

Rule 21

1. The working languages of the meetings of the Committee shall be English, French and Spanish.

2. Interventions made in any of the working languages shall be interpreted into the other two in plenary sessions of the Committee. Interpretation shall only be provided in sessions of working groups, if the Conference of the Parties agrees to provide the resources for this.

Documents

Rule 2022

Documents to be considered at a meeting shall be provided to the Secretariat in one of the working languages and shall normally be provided at least 60 days before the meeting where they are to be discussed, and should not be longer than ~~12 pages~~ 6,000 words.

Rule 2123

1. At least 45 days before each meeting of the Standing Committee, the Secretariat shall ~~;~~

~~— a) —~~ place on its website, in the language in which they have been received, all documents submitted by any Party, Chairs of the Animals or Plants Committee, or submitted by an observer at the request of the Chair. ~~;~~ ~~and~~

~~— b) —~~ ~~provide and distribute printed copies of documents for the meeting to all members and alternate members of the Committee who request them.~~

2. At least 14 days before each meeting of the Standing Committee, the Secretariat shall, to the extent possible, place on its website in the three working languages all documents mentioned in Rule ~~20-22~~ and paragraph 1. ~~a) of Rule 21~~ above.

~~3. When the Secretariat believes that a Party may be directly affected by any discussion of a document to be considered by the Committee, it shall alert the Party concerned and inform it where the document may be viewed on the CITES website. It shall provide printed documents to all Parties that request them.~~

Rule 24

1. Information documents on the protection, conservation or management of wild fauna and flora may be submitted for the attention of the participants to the meeting by:

a) any Representative of a Party or any observer representing a State not party to the Convention or an intergovernmental organization;

b) any observer representing any other organization, agency or body; and

c) the Secretariat.

2. No approval is required for the distribution of such documents. However, they shall clearly identify who is presenting them.

3. Information documents from the States and organizations referred to in paragraph 1 of this Rule may, on request, be distributed by the Secretariat. In this case, they shall be provided in sufficient numbers for distribution. Information documents submitted by Parties and by the Secretariat relating to specific items on the agenda of the meeting shall be numbered by the Secretariat and included in its list of official documents.
4. The CITES logo may not be used on information documents and other material unless authorized by the CITES Secretariat.
5. Any Representative may complain to the Secretariat if an information document that has been distributed is considered offensive.

Rules of order and debate

Rule 2225

A quorum for a meeting shall consist of Representatives or Alternate Representatives of seven regional members or alternate regional members from at least four regions. No decision shall be taken at a meeting in the absence of a quorum.

Rule 2326

1. The right to speak shall extend to all participants whose credentials are under consideration or have been accepted, to the Chairs of the Animals and Plants Committee and to observers who have been admitted to the meeting in accordance with Rule 4, 5 or 6, as well as to the Secretariat.
2. The Chair shall, as a general rule, call upon speakers in the order in which they signify their desire to speak and shall give precedence to the members of the Committee. Amongst observers, precedence shall be given to representatives of Parties, non-Party States, intergovernmental organizations and non-governmental organizations, in this order. However the Chair may depart from this general rule and call on speakers in the order that he/she judges appropriate to ensure the timely progress of the debate.
3. Participants shall speak only if called upon by the Chair, who may call a speaker to order if his/her remarks are not relevant to the subject under discussion.
4. A speaker shall not be interrupted except on a point of order, which can be made only by Representatives of Committee members. With the permission of the Chair. ~~He/she may, however, with the permission of the Chair,~~ give way during his/her intervention to allow any other participant to request elucidation on a particular point.
5. The Chair of a committee or working group may be accorded precedence for the purpose of explaining the conclusion arrived at by that committee or working group.
6. The Committee may, on a proposal by the Chair or by a Representative, limit the time to be allowed to each speaker and the number of times the members of a delegation or the observers may speak on any question. When the debate is subject to such limits, and a speaker has spoken for his/her allotted time, the Chair shall call him/her to order without delay.
7. During the course of a debate the Chair may announce the list of speakers and, with the consent of the Committee, declare the list closed. He/she may, however, accord the right of reply to any participant if an intervention delivered after he/she has declared the list closed makes this desirable.

Rule 2724

Decisions of the Committee shall be taken by consensus unless a vote is requested by the Chair or by Representatives or Alternate Representatives of regional members or alternate regional members from two regions.

Rule 2825

In the case of a vote, the decision of the Committee shall be taken by a simple majority of the regional members or alternate regional members voting. In the case of a tie, the motion shall be considered as rejected unless the tie is broken by the vote of the Depositary Government.

Rule 2926

At the request of the Chair or of any Representative or Alternate Representative the Committee shall decide by a vote whether the discussion of any particular subject shall be held in closed session; any such vote shall be decided by a simple majority. Parties represented at the meeting by observers shall be entitled to be represented at closed sessions.

Working Groups

Rule 30

1. The Chair of the Committee may appoint such in-session contact working groups as may be necessary to address specific issues, taking into account the limited capacities of certain delegations. The Chair shall establish specific time-bound terms of reference and the composition of each working group; the membership shall be limited to the delegates and to the observers invited by the Chair to join the working group and may be limited in size.
2. The Standing Committee may establish such intersessional working groups as may be necessary for the Committee to carry out its functions. Such working groups shall normally work electronically unless the Committee or the Conference of the Parties have determined otherwise. For each intersessional working group, the Chair shall define specific, clear and time-bound terms of reference and shall determine the composition of the working group. The Chair shall strive to achieve regional distribution, adequate representation of Committee members and other Parties to the Convention as well as balance between observers representing different organizations, agencies and bodies, including private sector entities. The membership of each working group shall be limited to the delegates and to the observers invited by the Chair to join the working group and may be limited in size.
4. Intersessional working groups should normally conclude their work at the last meeting of the Committee preceding a meeting of the Conference of the Parties. Any Party or Observer wishing to join or withdraw from an intersessional working group should make the request in writing to the Chair of the Standing Committee through the Secretariat. Subject to resource constraints, the Secretariat shall provide support to intersessional working groups.
5. Unless appointed by the Chair of the Committee, each working group shall elect its own officers, whenever possible from among the members and alternate members of the Committee.
6. Insofar as they are applicable, these Rules shall apply *mutatis mutandis* to the proceedings of working groups.

Summary

Rule 2731

A concise executive summary of the decisions of the Committee shall be prepared by the Secretary for endorsement by the Committee before the closure of the meeting. However the executive summary of the last day of each meeting shall be sent by email to the members for endorsement after the meeting. The decisions of the Committee shall come into effect upon endorsement of the ~~E~~executive ~~S~~summary in which they are contained.

Rule 2832

~~A consolidated executive summary record~~ of each meeting shall be prepared by the Secretariat ~~and sent to the Parties represented at the meeting~~ within ~~40~~ 15 days. ~~After approval of the Chair of the Committee, the consolidated executive summary shall be made available on the website of the Convention. This shall be presented in the order of the agenda and comprise three parts for each agenda item: a short statement indicating the main points of the discussion; the text indicating the decision that was made, as it appears in the~~

~~executive summary; and the text of any statement provided by the representative of any Party that was read into the record during the meeting. The Secretary shall take into account the comments received within 20 days of the circulation and shall communicate the final summary record to all Parties after it is approved by the Chair. The Secretariat will also make available on the website audio-recordings of each meeting of the Standing Committee.~~

Rule 20

- ~~1. The working languages of the meetings of the Committee shall be English, French and Spanish and no working document may be discussed at a meeting unless it has been made available in accordance with Rules 20 and 21 in these languages.~~
- ~~2. Documents arising out of the discussion of the foregoing may be discussed provided that copies have been circulated no later than during the session preceding the session at which they are to be discussed.~~

Communication procedure

Rule 3033

Any member may submit a proposal to the Chair for a decision by ~~postal email~~ procedure or using any electronic procedure which has been agreed by the Committee. The Chair shall send the proposal to the Secretariat for communication to the members, who shall comment within ~~40~~ 21 days of the communication of the proposal; any comments received by the Secretariat within this time limit shall also be so communicated to the members.

Rule 3134

If no objection from a regional member to a proposal is received by the Secretariat within ~~25~~ 21 days of the date when the results of the consultation on the proposal were communicated to the members, the proposal shall be considered as adopted, and notice of the adoption shall be given to all members.

Rule 3235

If any regional member objects to a proposal within the applicable time limit, the proposal shall be put to a vote by email or using any electronic procedure which has been agreed by the Committee. The proposal shall be considered as decided ~~by aif supported by a~~ simple majority of the regional members. If no majority is achieved, the proposal shall be referred to the next meeting of the Committee.

Final provisions

Rule 3336

In matters not covered by the present Rules, the Rules of Procedure currently in effect for meetings of the Conference of the Parties shall apply *mutatis mutandis*.

Rule 3437

These Rules shall come into force on adoption by the Committee, and shall remain valid for each of its meetings unless amended by decision of the Committee.