

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

Forty-first meeting of the Standing Committee
Geneva (Switzerland), 8-12 February 1999

RULES OF PROCEDURE

1. At the 40th meeting of the Standing Committee, a working group was established to consider the need to amend further the Rules of Procedure of the Committee, in particular Rule 25. The working group, comprising Namibia, Saudi Arabia, the United Kingdom and the Secretariat, conducted its work by correspondence.
2. The working group focused on the need to revise Rule 25, to provide for the rapid preparation of an executive summary of the decisions taken at each meeting of the Committee and to provide a deadline for the preparation of the usual summary record. It therefore prepared a text to replace this rule.
3. During the deliberations of the working group, recent disagreements regarding the interpretation of Rule 16 emerged and the working group prepared a new text for clarification.
4. The new texts prepared to replace these two Rules have been incorporated in the appropriate place in the proposed revised Rules of Procedure, contained in Annex 1. The proposed new text to replace Rule 25 comprises two paragraphs and is consequently found in Rules 25 and 26 in Annex 1. No other change has been proposed to the Rules adopted at the 40th meeting of the Standing Committee except that the numbering of the paragraphs following paragraph 25 has been amended to take into account the additional paragraph.
5. The current texts of Rule 16 and Rule 25 are contained in Annex 2.

RULES OF PROCEDURE OF THE STANDING COMMITTEE

Representation and Attendance

Rule 1

Each member of the Standing 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 alternate member 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 Chairman may invite any other person or a representative of any country or organization to participate in meetings of the Committee as an observer without the right to vote.

Credentials

Rule 6

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 and before making any intervention, have been granted powers by or on behalf of a proper authority enabling him or her to represent the member at the meeting.

Rule 7

Any observer representing a Party or an organization shall, before making any intervention in a meeting, have been granted powers by or on behalf of a proper authority enabling him or her to represent the Party or organization at the meeting.

Rule 8

The credentials required under Rules 6 and 7 shall be presented to the Secretariat of the Convention, which shall review the credentials and report to the Committee at the earliest opportunity, indicating whether credentials have been presented for each participant and the form of the credentials received, drawing attention to any potential problems.

Rule 9

On the basis of the report of the Secretariat, the Committee shall decide whether to accept the credentials presented and whether any of them require 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 to 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. 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 10

Pending a decision on their credentials, representatives of members and observers may participate provisionally in the meeting.

Officers

Rule 11

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

Rule 12

The Chairman shall preside at meetings of the Committee, approve the provisional agenda prepared by the Secretariat and maintain liaison with other 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 13

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

Rule 14

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.

Meetings

Rule 15

The Committee shall normally meet at least once every year.

Rule 16

Meetings of the Committee shall be called at the request of the Chairman or of all the regional members of at least three regions.

Rule 17

The time and place of meetings shall be determined by the Chairman.

Rule 18

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 19

Documents to be considered at a meeting shall normally be provided to the Secretariat at least 60 days before the meeting where they are to be discussed.

Rule 20

The Secretariat shall distribute documents for any meeting at least 45 days before the proposed date of the meeting where they are to be discussed. The documents shall be provided to all members of the Committee, to all Parties that may be directly affected by any discussion of the documents and to all Parties that have informed the Secretariat of their intention to be represented at the meeting.

Rule 21

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 22

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

Rule 23

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 24

At the request of the Chairman 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.

Rule 25

A concise executive summary of the decisions of the Standing Committee shall be prepared by the Secretary before the closure of each meeting of the Standing Committee.

Rule 26

A summary record of each meeting shall be prepared by the Secretary and sent to the Parties represented at the meeting within 40 days. 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 Chairman.

Rule 27

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

Communication Procedure

Rule 28

Any member may submit a proposal to the Chairman for a decision by postal procedure. The Chairman shall send the proposal to the Secretariat for communication to the members, who shall comment within 40 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 29

If no objection from a regional member to a proposal is received by the Secretariat within 25 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 30

If any regional member objects to a proposal within the applicable time limit, the proposal shall be put to a vote. The proposal shall be considered as decided 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 31

Any working document submitted for consideration by the Committee may be classified as "Restricted" or "Confidential" by the Secretariat when it determines that the document contains information that might be detrimental if disclosed to non-Parties or to organizations;

Parties should use their best efforts to maintain such restriction or confidentiality unless the classification has been removed by the Secretariat or the Committee.

Rule 32

In matters not covered by the present Rules, the Rules of Procedure as adopted by the last regular meeting of the Conference of the Parties shall be applied *mutatis mutandis*.

Rule 33

These Rules shall come into force on adoption by the Committee, and may be amended by the Committee as required.

The text of the current Rule 16 and Rule 25

Rule 16

Meetings of the Committee shall be called at the request of the Chairman or of regional members of at least three regions.

Rule 25

A summary record of each meeting shall be prepared by the Secretary as soon as possible and shall be communicated to all Parties after being approved by the Chairman in consultation with the Representatives of regional members or alternate regional members present at the meeting.