

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



Fifty-seventh meeting of the Standing Committee
Geneva (Switzerland), 14-18 July 2008

Strategic and administrative matters

RULES OF PROCEDURE

This document has been prepared by a working group of the Standing Committee on the basis of document SC57 Doc. 4.1.

PROPOSED AMENDMENTS TO THE RULES OF PROCEDURE OF THE STANDING COMMITTEE

Representation and attendance

Rule 6

1. Any body or agency technically qualified in protection, conservation or management of wild fauna and flora may be represented at meetings of the Committee by observers, and any person so qualified may participate as an observer, provided that they are invited by the Chairman, in accordance with the following procedure, and admitted by the Committee:

a) the Chairman may invite any such qualified body, agency or person to participate in a meeting;

b) persons wishing to participate as observers and bodies wishing to be represented at a meeting by observers shall, at least 30 days before the meeting, submit a request to the Secretariat, together with:

i) the names of the observers;

ii) in the case of national non-governmental bodies, proof of the approval of the State in which the person or body is located or, in the case of an international non-governmental body, of the State in which its headquarters is located; and

iii) in the case of a first request, relevant information with regard to the technical qualifications of the person or body;

c) the Secretariat shall forward this request and relevant information to the Chairman and the members of the Committee for approval prior to the issuance of the Chairman's invitation.

2. Once admitted to a meeting, these 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 However, the right of any such observer to participate shall be withdrawn if so agreed by the Committee.

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. [No change]

Rule 8

Any observer representing a State or the United Nations, its Specialized Agencies or the International Atomic Energy Agency ~~an organization~~ in a meeting, shall have been granted credentials by or on behalf of a proper authority enabling him or her to represent ~~the~~ that State, body or agency ~~or organization~~.

Rule 9

The credentials required under Rules 7 and 8 shall be presented to the Secretariat of the Convention, before the accredited person enters the meeting together with a translation into one of the working languages if they are not in one of those languages. ~~The Secretariat 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 10 [new]

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 [previously 10]

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. [no change]

Rule 12 [previously 11]

Pending a decision on their credentials, representatives of members and the observers referred to in Rules 4 and 5 may participate provisionally in the meeting. However, if the Committee receives evidence that a participant is not authorized to represent the State, body or agency concerned, he or she shall not be granted the right to speak until his or her credentials are presented. If the Committee learns that a participant is not legitimately representing a State, body or agency that is entitled to be represented in the meeting, his or her right of admission shall be withdrawn.

Meetings

Rule 20

All documents submitted to the Secretariat by a Party, or submitted by an observer at the request of the Chairman, shall be placed on the Secretariat's website as soon as possible after they are received, in the original language in which they have been submitted. The Secretariat shall distribute printed documents for any meeting to the members and alternate members of the Committee at least 45 days before the proposed date of the meeting where they are to be discussed. ~~The documents shall also be provided to all Parties that~~ 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 the printed documents and to all Parties that request them.