

Conf. 4.6

(Rev. CoP19)*

Submission of draft resolutions, draft decisions and other documents for meetings of the Conference of the Parties

CONSIDERING the volume of work involved in the preparation of documents to be submitted to the Conference of the Parties at its regular meetings;

AFFIRMING the obligation of the Parties to collaborate closely with the Secretariat in the organization of meetings of the Conference of the Parties;

RECALLING that references to Decisions or Resolutions should not be included in annotations;

RECOGNIZING the necessity that the Parties be informed in advance of the draft resolutions and other documents submitted by other Parties; and

OBSERVING that Article XV, paragraph 1 (a), of the Convention requires Parties to communicate the text of proposed amendments to Appendices I and II to the Secretariat at least 150 days before the meeting of the Conference of the Parties;

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

1. AGREES that the term “the text of the proposed amendment” in Article XV, paragraph 1, of the Convention includes the substantially complete supporting statement accompanying it, and this interpretation is extended to draft resolutions, draft decisions and other documents submitted for consideration at meetings of the Conference of the Parties;
2. RECOMMENDS that:
 - a) the text of any draft resolution, draft decision or other document to be submitted for consideration at a meeting of the Conference of the Parties be communicated to the Secretariat at least 150 days before the meeting;
 - b) the Secretariat be authorized to accept draft resolutions, draft decisions and documents (other than proposals for amendment of Appendices I and II) after the 150-day deadline only in exceptional circumstances, when it is established, to the satisfaction of the Secretariat, that the draft resolutions, draft decisions or documents could not have been communicated before the deadline;
 - c) when drafting a resolution that is intended to treat a subject comprehensively, or to make significant changes in the way in which a subject is dealt with, a Party prepare the draft so that, if adopted, it will replace and repeal all existing Resolutions (or, as appropriate, the relevant paragraphs) on the same subject;
 - d) when drafting resolutions and decisions which require the gathering of information, a Party consider whether such information could be sought via reports required under the provisions of Article VIII, paragraph 7, of the Convention or, if a special report is needed, and generally ensure that the reporting burden is kept to a minimum;
 - e) when drafting decisions, a Party clearly identify who should implement the decision and normally direct the decision to the Standing Committee, the Animals Committee, the Plants Committee, the Secretariat or Parties;

* Amended at the 10th, 12th and 13th meetings of the Conference of the Parties; amended by the Secretariat in compliance with Decision 14.19 and with the decisions adopted at the 58th meeting of the Standing Committee; and further amended at the 15th, 16th, 17th, 18th and 19th meetings of the Conference of the Parties.

- f) prior to submitting a proposal to amend a Resolution, a Party identify whether the Resolution in question is referred to in an annotation and submit an amendment proposal pursuant to Article XV to update the reference accordingly;
 - g) unless practical considerations dictate otherwise, draft resolutions not include:
 - i) instructions or requests to committees, working groups or the Secretariat, unless they are part of a long-term procedure;
 - ii) decisions on the presentation of the Appendices; and
 - iii) recommendations (or other forms of decision) that will be implemented soon after their adoption and will then be obsolete;
 - h) unless practical considerations dictate otherwise, draft decisions not include calls for funding;
 - i) as a general rule, documents submitted for consideration at a meeting of the Conference of the Parties be no more than 12 pages in length; and
 - j) when a draft resolution is adopted that merely adds points to the recommendations (or other decisions) in existing Resolutions, or makes minor amendment thereto, the existing Resolutions be replaced by revised versions with the agreed changes;
3. DIRECTS the Secretariat to put the following proposals on the agenda of the next extraordinary meeting of the Conference of the Parties, whenever this may be convened, as amendments to the Convention:
- a) the provisions of Article XVI, regarding the listing of Appendix-III parts and derivatives, should be brought into line with Convention procedures for Appendices I and II (Article XV);
 - b) paragraph 5 of Article XIV should read: “Notwithstanding the provisions of Article IV, any export of a specimen” etc.;
 - c) paragraphs 3 (b) and 5 (b) of Article III should include “either a Management Authority or a Scientific Authority of the State” etc.;
 - d) the adoption of an official text of the Convention in Arabic; and
 - e) correction of errors of an orthographical nature discovered in the text of the Convention;
4. DIRECTS the Secretariat further:
- a) when revising its publication of current Resolutions after each meeting of the Conference of the Parties, to correct the texts of already existing Resolutions to ensure that all references to other Resolutions are accurate, but not to update references to Decisions or Resolutions contained in annotations in the Appendices of the Convention unless the annotation was amended in accordance with Article XV;
 - b) to update the Decisions after each meeting of the Conference of the Parties, to contain all the recommendations (or other forms of decision) that are not recorded in Resolutions and that remain in effect. The Decisions shall be sorted according to subject, using the subjects of the Resolutions for guidance, and within the section for each subject they shall be divided according to the body to which they are directed. The Secretariat shall distribute to the Parties a copy of the updated Decisions soon after each meeting of the Conference; and
 - c) when reviewing the list of current Decisions for the purpose of suggesting amendments, deletions or continuity, the Secretariat shall provide justification of any proposed changes to a Decision at each meeting of the Conference of the Parties;
 - d) to include in the *Guidelines for the preparation and submission of CITES annual reports* and the *Guidelines for the preparation and submission of CITES annual illegal trade reports* any

new term adopted by the Conference of the Parties when it amends the Appendices, along with an associated trade term code and definition, if available,

- e) to prepare, following each meeting of the Conference of the Parties, a list of reporting requirements and make this information available on the CITES website in a timely and easily accessible manner;
 - f) In preparation for each meeting of the Conference of the Parties, the Secretariat shall prepare a list of Decisions that are not anticipated to be subject to discussion under other agenda items at the meeting, for the purpose of allowing Parties to determine whether those Decisions should be deleted or retained; and
 - g) to take account of the *Guidance for the publication of the Appendices*, as may be amended in consultation with the Standing Committee, when revising the Appendices after a meeting of the Conference of the Parties;
5. REQUESTS the Standing Committee to review proposals from the Secretariat to correct non-substantive errors or minor editorial faults in current Resolutions and Decisions and decide whether they should be referred to the Conference of the Parties if there is lack of agreement. In cases where the Committee agrees with the proposals, it may instruct the Secretariat to republish the Resolutions and Decisions with the necessary corrections;
6. DECIDES that any draft resolutions or decisions submitted for consideration at a meeting of the Conference of the Parties that have budgetary and workload implications for the Secretariat or permanent committees must contain or be accompanied by a budget for the work involved and an indication of the source of funding; and
7. DECIDES further that the recommendations contained in Resolutions and Decisions adopted by the Conference of the Parties shall enter into effect 90 days after the meeting at which they are adopted, unless otherwise specified in the recommendation concerned.