

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



Joint sessions of the 30th meeting of the Animals Committee and  
the 24th meeting of the Plants Committee  
Geneva (Switzerland), 20-21 July 2018

Strategic matters

REVIEW OF THE TERMS OF REFERENCE OF  
THE ANIMALS AND PLANTS COMMITTEES

1. This document has been submitted by the Chairs of the Plants and Animals Committees on behalf of the intersessional working group on the Review of the terms of reference of AC and PC.\*

Background

2. At its 17th meeting (CoP17, Johannesburg, 2016), the Conference of the Parties adopted Decisions 17.5 and 17.9 on the review of the terms of reference of the Animals and Plant Committees as contained in Resolution Conf. 11.1 (Rev. CoP17) as follows:

***Directed to the Animals and Plants Committees***

**17.5** *The Animals and Plants Committees shall also identify possible inconsistencies and overlap between Resolution Conf. 11.1 (Rev. CoP17) on Establishment of Committees and their own Rules of Procedure and submit to the 70th meeting of the Standing Committee any required revisions to the Resolution for consideration at the 18th meeting of the Conference of the Parties.*

***Directed to the Animals and Plants Committees***

**17.9** *The Animals and Plants Committee shall review their terms of reference as contained in Resolution Conf. 11.1 (Rev. CoP17) on Establishment of Committees in order to, as necessary: remove redundancies with other activities directed to the Committees by Resolutions adopted by the Conference of the Parties; reflect current practice including provision of scientific advice upon request of Parties; and otherwise clarify the functions of the Committees in their role as science advisory bodies to the Conference of the Parties. The Animals and Plants Committees shall present any proposed amendments to Resolution Conf. 11.1 (Rev. CoP17) arising from their review to the Standing Committee for inclusion into their proposed amendments, as appropriate, pursuant to Decision 17.3, and for consideration by the Conference of the Parties.*

3. To address Decision 17.5 and 17.9 the Animals and Plants Committees, at their joint 29th and 23rd meetings, formed an intersessional working group with the following membership and mandate:

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\* *The geographical designations employed in this document do not imply the expression of any opinion whatsoever on the part of the CITES Secretariat (or the United Nations Environment Programme) concerning the legal status of any country, territory, or area, or concerning the delimitation of its frontiers or boundaries. The responsibility for the contents of the document rests exclusively with its author.*

**Membership:**

Co-Chairs: AC Chair (Mr. Lörtscher) and PC Chair (Ms. Sinclair);

Members: AC representatives of Asia (Mr. Ishii), Central and South America and the Caribbean (Mr. Calvar Agrelo), Europe (Mr. Fleming), North America (Ms. Gnam), and the AC nomenclature specialist (Mr. van Dijk); the PC representative of Oceania (Mr. Leach) and the PC nomenclature specialist (Mr. McGough);

Parties: Canada, China, European Union, Georgia, Israel, Japan, Kuwait, Mexico, South Africa, United Kingdom of Great Britain and Northern Ireland, and United States of America; and

IGOs and NGOs: Humane Society International.

**Mandate:**

1. Review Annex 2 of Resolution Conf. 11.1 (Rev. CoP17), and other aspects relevant to the functioning of the Animals and Plants Committees contained in Resolution Conf. 11.1 (Rev. CoP17);
2. Take into account previous deliberations, and documents CoP17 Doc. 10.2.1 and AC29 Doc. 6/PC23 Doc. 7, as well as Resolutions and Decisions directed to the Animals Committee and the Plants Committee; and
3. Report to the 30th meeting of the Animals Committee and the 24th meeting of the Plants Committee.

Considerations by the WG

4. The WG discussed the different parts of Annex 2 of Resolution Conf. 11.1 (Rev. CoP17) by electronic means. The aim was to streamline and clarify the roles and functions of the two scientific committees. Equally important was the task of simplifying the Terms of reference and to eliminate ambiguities and duplications between the ROP in this Resolution and the Rules of Procedures of the two committees.
5. One particular aspect concerned the importance of the work of the two nomenclature specialists, and the reflection of their role in Annex 2 of this Resolution. The WG also discussed the support they should be given by parties and the introduction of the possibility to designate alternates for the two positions.
5. Finally, as there is parallel work going on the respective Standing Committee WG which looks at the general structure and revision of Resolution Conf. 11.1 (Rev. CoP17), special attention was given not to duplicate the work of the SC WG and to make sure the changes proposed are in line with the developments in this WG. However, due to the different timelines of the AC/PC joint WG and the SC WG, the final outcomes of the SC WG may still alter the structure and some of the positioning of the suggested changes by the AC/PC WG.
6. The WG produced a Version of Annex 2 to Resolution Conf. 11.1 (Rev. CoP17) with all the track changes (Annex 1) as well as a clean version of the document (Annex 2) for consideration by the two committees.

Recommendations

7. The joint Animals and Plants Committees are invited to:
  - a) note the information in this document and the two annexes;
  - b) comment and if possible agree on the changes proposed;
  - c) give the chairs of the two Committees, in collaboration with the Secretariat the mandate to adopt any structural changes to Annex 2 that may arise from the work of the SC WG on revision of Resolution Conf. 11.1. (Rev. Cop17).
  - d) request the Secretariat to submit the changes Annex 2 of Resolution Conf. 11.1 (Rev CoP17) for consideration to the SC70 and its WG on Resolution CConf. 11.1 for inclusion in its report and submission to CoP18.

## Establishment of the Animals and Plants Committees of the Conference of the Parties

### Proposed amendments

~~RECOGNIZING the importance of providing adequate biological data and expert knowledge of animal and plant trade and management to the Conference of the Parties and individual Parties; REALIZING the many problems faced by the Conference of the Parties and individual Parties concerning the lack of biological data and expert knowledge of animal and plant trade and management;~~

~~RECALLING that the Parties have taken into account the varied distribution of the world's wild fauna and flora, the species included in the Appendices, and the number of Parties in the major geographical regions when determining the membership of the major geographical regions on the committees.~~

~~RECALLING Resolution 14.8 (Rev. CoP17) on the Periodic Review of species included in Appendices I and II; RECOGNIZING that an effective method of evaluating whether a species is appropriately listed in the CITES Appendices requires a periodic review of its biological and trade status;~~

~~RECALLING Resolution 12.8 on the Review of Significant Trade in specimens of Appendix II species;~~

~~RECOGNIZING the importance of assisting Parties in making NDFs, and supporting their Scientific Authorities in accordance with Res.Conf. 16.7;~~

~~RECOGNIZING the need to identify those Appendix II species that are subject to levels of significant international trade and for which scientific information on the capacity of the species to withstand such levels of trade is insufficient to satisfy the requirements of Article IV, paragraph 3, of the Convention;~~

~~RECOGNIZING that the bulk of the world's biodiversity occurs in Africa, Asia, and Central and South America, and also that the majority of animal and plant species listed in the Appendices of the Convention are from these regions;~~

~~AWARE that there are only three Parties in the North American region, but more than 40 in Africa, more than 25 in South and Central America and the Caribbean, and more than 20 in Asia, which, in addition, stretches from Israel in the west to Japan in the east;~~

~~RECOGNIZING that nomenclature used in the Appendices to the Convention or for proposals for listing new species in the Appendices will be most useful to the Parties if standardized by adopted nomenclatural references, which also facilitates identification and tracking of specimens of CITES-listed species in trade, and harmonises cooperation with other multilateral environmental agreements; RECOGNIZING that the nomenclature used in the Appendices to the Convention will be most useful to the Parties if standardized;~~

~~RECALLING that Recommendation Conf. S.S. 1.7, adopted at the special working session of the Conference of the Parties (Geneva, 1977), recognized the need for the standardization of the nomenclature used in the Appendices; and~~

~~NOTING that such biological nomenclature is not static;~~

~~RECOGNIZING the importance of making available the best technical and scientific regarding CITES listed species from different sources, origins and production systems;~~

~~RECOGNIZING the broad range of decisions adopted by the Conferences of the Parties that depend on scientific and technical expertise and advice for their implementation;~~

## THE CONFERENCE OF THE PARTIES TO THE CONVENTION

1. RESOLVES to ~~re~~-establish the Animals and Plants Committees of the Conference of the Parties, with the following terms of reference set out in paragraph 2 below;

2. AGREES that within the mandate provided by the Convention and the Resolutions and Decisions, and other policy adopted by the Conference of the Parties, the Animals and Plants Committees shall:

~~within the policy agreed to by the Conference of the Parties, the Animals and Plants Committees shall:~~

~~a) provide scientific advice and guidance to the Conference of the Parties, the other committees, working groups parties and the Secretariat, on all matters relevant to international trade in animal and plant species included in the Appendices, which may include proposals to amend the Appendices;~~

~~b) deal with nomenclatural issues by carrying on the following tasks:~~

~~i) cause standardized nomenclatural references for animal and plant taxa, to the level of subspecies or botanical variety and including synonyms, to be prepared, or propose for adoption existing nomenclatural references, as appropriate, for all species listed in the Appendices to the Convention;~~

~~ii) upon its acceptance of a new or updated reference (or part thereof) for a given taxon, after following the procedure described below, present this to the Conference of the Parties for adoption as the standard reference for that taxon;~~

~~iii) ensure that the highest priorities in developing the standard reference lists of animal and plant names and synonyms be undertaken the tasks which are directed to them by the Conference of the Parties through relevant Resolutions or Decisions, including:~~

~~i) deal with nomenclatural issues in accordance with Resolution Conf. 12.11 (Rev. CoP17) on Standard Nomenclature;~~

~~species names of animals and plants listed at the species level in the Appendices;~~

~~ii) review the biological, trade and other relevant information on Appendix-II species, subject to significant levels of trade in accordance with Resolution Conf. 12.8 (Rev. CoP17) on Review of Significant Trade in specimens of Appendix II species; generic names of animals and plants listed at the genus or family level in the Appendices; and~~

~~iii) conduct periodic reviews of species included in Appendix I and II in accordance with Resolution Conf. 14.8 (Rev. CoP17);~~

~~iv) deal with nomenclatural issues in accordance with Resolution Conf. 12.11 (Rev. CoP17) on Standard Nomenclature;~~

~~iv) Review biological, trade and other relevant information regarding animal species subject to significant levels of trade using source codes C, D, F or R in accordance with Resolution Conf. 17.7 on Review of trade in animal specimens reported as produced in captivity;~~

~~family names of animals and plants listed at the family level in the Appendices;~~

~~c) upon request by Parties or the Secretariat, make available advice on the making of non-detriment findings in the context of Resolution Conf. 16.7 (Rev. CoP17), and on management of quotas in the context of Resolution Conf. 14.7 (Rev. CoP15); management techniques and procedures for range States requesting such assistance~~

~~d) provide scientific advice on identification issues, and on training and other capacity building materials, tools and guides to promote their accuracy and availability;~~

~~iv) review the existing Appendices with regard to the correct use of zoological and botanical nomenclature;~~

- ~~ve) upon request by Parties, provide scientific advice concerning nomenclature issues related to scientific, and technical and nomenclatural aspects of proposals to amend the Appendices;~~
- ~~vi) upon request from the Secretariat, review proposals to amend the Appendices to ensure that correct names for the species and other taxa in question are used;~~
- ~~vii) ensure that changes in nomenclature recommended by a Party do not alter the scope of protection of the taxon concerned; and~~
- ~~viii) make recommendations on nomenclature to the Conference of the Parties, other committees, working groups and the Secretariat;~~
- ~~c) assist the Secretariat with the implementation of the Resolution on the Identification Manual and Decisions related to it and, upon request of the Secretariat, review proposals to amend the Appendices with regard to possible identification problems;~~
- ~~d) cooperate with the Secretariat on the implementation of its programme of work to assist Scientific Authorities and provide scientific advice on training materials used in capacity building;~~
- ~~e) develop regional directories that list the botanists and zoologists in each region who are experts in CITES-listed species;~~
- ~~f) establish a list of those taxa included in Appendix II that are considered as being significantly affected by trade, and review and assess all available biological and trade information including comments by the range States on these taxa to:~~
- ~~i) exclude all species for which there is adequate information to conclude that trade is not having a significant detrimental effect on their populations;~~
- ~~ii) formulate recommendations for remedial measures for those species for which trade is believed to be having a detrimental effect; and~~
- ~~iii) establish priorities for projects to collect information for those species for which there is insufficient information available on which to base a judgement as to whether the level of trade is detrimental;~~
- ~~g) assess information on those species for which there is evidence of a change in the volume of trade or for which specific information is available to indicate the necessity for review;~~
- ~~h) undertake a periodic review of animal or plant species included in the CITES Appendices by:~~
- ~~i) establishing a schedule for reviewing the biological and trade status of these species;~~
- ~~ii) identifying problems or potential problems concerning the biological status of species being traded;~~
- ~~iii) consulting the Parties on the need to review specific species, working directly with the range States in the selection process, and seeking their assistance in such reviews; and~~
- ~~iv) preparing and submitting amendment proposals resulting from the review, through the Depository Government, for consideration at meetings of the Conference of the Parties;~~
- ~~i) make available advice on management techniques and procedures for range States requesting such assistance;~~
- ~~f-j) upon request provide technical, and scientific and nomenclatural advice to Parties concerning the management of trade in specimens of CITES-listed species from different sources, origins and production systems, including captive breeding;~~
- ~~g) draft resolutions and decisions on scientific matters related to animals or plants, for consideration by the Standing Committee and the Conference of the Parties, with a budget for the work involved and an indication of the source of funding;~~

~~h) k)~~ perform any other functions that may be entrusted to them by the Conference of the Parties or the Standing Committee; and

~~i) l)~~ report to the Conference of the Parties and, if so requested, to the Standing Committee, on the activities they have carried out or supervised between meetings of the Conference;

~~23.~~ AGREES that in giving instructions to the Animals and Plants Committees, the Conference of the Parties should pay due attention to whether the nature of the work is within their mandate as set out in paragraph 2 and whether the committees have the resources, time, and expertise ~~and personnel~~ to undertake such work;

4. AGREES that when back-to-back meetings of the Animals and Plants Committees include a joint session, the duration of the separate committee meetings should be four days, but that when not back-to-back, the length of each meeting should be five days;

~~345.~~ DETERMINES that:

a) the membership of the Animals and Plants Committees shall consist of:

i) a person chosen by each of the major geographic regions consisting of North America and Oceania and elected by the Conference of Parties;

ii) two persons chosen by each of the major geographic regions consisting of Africa, Asia, Central and South America and the Caribbean, and Europe and elected by the Conference of Parties; and

iii) a specialist on zoological nomenclature (Animals Committee) and a specialist on botanical nomenclature (Plants Committee) chosen by the two Committees and elected ~~appointed~~ by the Conference of the Parties who would be *ex-officio* and non-voting;

b) b) One person shall also be chosen as an alternate member for each of the members listed in paragraph a). Each person chosen as an alternate member for a member described in paragraph a) shall be represented at meetings as a member only in the absence of the member for whom he/she is the alternate; each person chosen as an alternate member for a member described in paragraph a) i) or ii), shall be represented at meetings as a regional member only in the absence of the member for whom he/she is the alternate;

c) the membership of the Committees shall be reviewed at every regular meeting of the Conference of the Parties. The terms of office of the members shall commence at the close of the regular meeting at which they are elected and shall expire at the close of the second regular meeting thereafter;

~~d) any Party shall be entitled to be represented at meetings of the Committees as an observer;~~

d) a chair and a vice-chair shall be elected by the Committee; and

e) ~~the~~ the Chair, or Acting Chair should be replaced in his/her role of regional member by his/her alternate. In the absence at a meeting of the alternate in question, the Chair, or Acting Chair shall serve also as regional member for his/her region on an *ad hoc* basis ~~the Chair may invite any person or representative of any other country or organization to participate in meetings of the Committee as an observer;~~

6. RECOMMENDS that regarding representation in the Animals and Plants Committees the following guidelines be implemented:

a) Election of the candidates

i) Parties proposing candidates as representatives should confirm, at the time of nomination, that the candidate will be supported and that they will obtain the necessary means to undertake their activities;

ii) The names of the proposed candidates, and their curricula vitae, should be circulated to the Parties of the region concerned at least 120 days before the meeting of the Conference of the Parties at which the representatives will be elected. Although not regional representatives the same process should apply to candidates seeking election as specialists on botanical and zoological nomenclature;

iii) Ideally the candidates should be associated with a Scientific Authority, have adequate knowledge of CITES and receive sufficient institutional support to carry out their duties. This information should also be included in the curricula vitae; and

iv) As long as the representatives are persons, a Party shall not be accepted as a proposed candidate subject to a later identification of the person concerned by the Party; and

b) Timing of replacement of regional members and alternate members

i) The procedure should be the same as that described above for the Standing Committee;

ii) As alternate members are alternates of specified members, they should be elected at the same time as the members;

iii) If a region wishes to re-elect a member or alternate member, there is nothing to prevent it from doing so; and

iv) in the event that no nominations be received before the deadline the incumbent shall remain, if so willing and able, as an representative until a replacement is elected;

7. DETERMINES that the Secretariat shall ensure that any vacancies in the Animals and Plants Committees are brought immediately to the attention of the Standing Committee, in order to fill the vacancies as soon as possible;

~~45~~8. RESOLVES that the duties of members elected ~~by the regions of~~ the Animals and Plants Committees and their alternates are as follows:

- a) each member should, to the best of their abilities, act as impartially as possible and endeavour to base their judgements and opinions upon an objective, scientific assessment of the available evidence;
- b) each member should collaborate with his/her alternate regarding the work to be done between the meetings of the Committee;
- c) each member should maintain regular communication with the Parties in his/her region;
- d) when a region has more than one representative, the representatives should also agree which Parties each represents. ~~Contact persons should be identified in those countries.~~ Contact should also be ~~established~~ maintained with non-Parties in the region;
- e) each member should increase the awareness of the role and function of the Committee, its mandate and the issues of concern to his/her region through mechanisms such as participation in seminars or in related meetings organized by the Secretariat and by other organizations at regional or sub-regional level;
- f) before the meetings of the Committee, the members should inform and consult the Parties in their regions about the agenda and in particular on matters specifically relevant to the countries of the region;
- g) the members should submit a written report, covering the preceding period, to each meeting of the Committee;
- h) the members should inform the Parties in their regions of the results of each meeting of the Committee in particular on matters specifically relevant to the countries of the region;
- i) the members must inform the alternates well in advance if they will not attend a forthcoming Committee meeting; and
- j) the members should provide to their successors all relevant information on the activities in the region or subject;

~~56~~. FURTHER RESOLVES that the zoological and botanical nomenclature specialists of the Animals and Plants Committees shall coordinate, monitor and analyse the input needed from specialists in fulfilling the responsibilities assigned by the Parties;

7. DETERMINES further the following principles for the payment of travel expenses to members of the Plants or Animals Committee:
  - a) the Secretariat shall make provisions in its budget for the payment, if requested, of reasonable and justifiable travel expenses of members, to attend no more than two meetings of the Committee concerned between meetings of the Conference of the Parties, other than for members from developed countries;
  - b) the Secretariat shall also make provision for the participation of the Committees' Chairs at meetings of the Standing Committee and at other meetings that the Chairs are instructed to attend by the Conference of the Parties;
  - c) members should make every effort to pay their own travel expenses; and
  - d) travel arrangements for sponsored members will be made by the Secretariat in accordance with the Rules and Regulations of the United Nations and, where applicable, claims for refunds must be supported by receipts, and be submitted to the Secretariat within 30 days from the completion of the travel;
8. URGES Parties and regions to utilize or develop long-term sustainable funding mechanisms to support their representatives in the Committees as well as including the nomenclature experts specialists coming from their regions;
- ~~8. DIRECTS the Secretariat, to the extent possible, to provide funding from outside sources for the production costs of publications prepared by the Committees.~~



## **Establishment of the Animals and Plants Committees of the Conference of the Parties**

### **Proposed amendments**

RECOGNIZING the importance of providing adequate biological data and expert knowledge of animal and plant trade and management to the Conference of the Parties and individual Parties;

RECALLING that the Parties have taken into account distribution of the world's wild fauna and flora, the species included in the Appendices, and the number of Parties in the major geographical regions when determining membership on the committees.

RECALLING Resolution Conf. 14.8 on the Periodic Review of species included in Appendices I and II;

RECALLING Resolution Conf. 12.8 on the Review of Significant Trade in specimens of Appendix II species;

RECOGNIZING the importance of assisting Parties in making non-detriment findings, and supporting their Scientific Authorities in accordance with Resolution Conf. 16.7;

RECOGNIZING that nomenclature used in the Appendices or for proposals for listing new species in the Appendices will be most useful to the Parties if standardized through adoption of standard nomenclatural references, which also facilitates identification and tracking of specimens of CITES-listed species in trade and harmonises cooperation with other multilateral environmental agreements;

RECOGNIZING the importance of making available the best technical and scientific advice regarding CITES-listed species from difference sources, origins and production systems

RECOGNIZING the broad range of decisions adopted by the Conferences of the Parties that depend on scientific and technical expertise and advice for their implementation;

### **THE CONFERENCE OF THE PARTIES TO THE CONVENTION**

1. RESOLVES to establish the Animals and Plants Committees of the Conference of the Parties with the terms of reference set out in paragraph 2 below;
2. AGREES that within the mandate provided by the Convention and the Resolutions and Decisions, and other policy adopted by the Conference of the Parties, the Animals and Plants Committees shall:
  - a) provide scientific advice and guidance to the Conference of the Parties, the other committees and the Secretariat, on matters relevant to international trade in animal and plant species included in the Appendices;
  - b) undertake the tasks which are directed to them by the Conference of the Parties through relevant Resolutions or Decisions including:
    - i) review the biological, trade and other relevant information on Appendix-II species, subject to significant levels of trade in accordance with Resolution Conf. 12.8 on *Review of Significant Trade in specimens of Appendix II species*;
    - ii) conduct periodic reviews of species included in Appendix I and II in accordance with Resolution Conf. 14.8;
    - iii) deal with nomenclatural issues in accordance with Resolution Conf. 12.11 on *Standard nomenclature*; and

- vi) for the Animals Committee review biological, trade and other relevant information regarding animal species subject to significant levels of trade using source codes C, D, F or R in accordance with Resolution Conf. 17.7 on *Review of trade in animal specimens reported as produced in captivity*;
  - c) upon request by Parties or the Secretariat, make available advice on the making of non-detriment findings in the context of Resolution Conf. 16.7, and on management of quotas in the context of Resolution Conf. 14.7;
  - d) provide scientific advice on identification issues, and on training and other capacity building materials, tools and guides to promote their accuracy and availability;
  - e) upon request by Parties, provide advice related to scientific, technical and nomenclatural aspects of proposals to amend the Appendices;
  - f) upon request provide technical, scientific and nomenclatural advice to Parties concerning the management of trade in specimens of CITES-listed species from different sources, origins and production systems, including captive breeding;
  - g) draft resolutions and decisions on scientific matters related to animals or plants, for consideration by the Standing Committee and the Conference of the Parties, with a budget for the work involved and an indication of the source of funding;
  - h) perform any other functions that may be entrusted to them by the Conference of the Parties or the Standing Committee; and
  - i) report to the Conference of the Parties and, if so requested, to the Standing Committee, on the activities they have carried out or supervised between meetings of the Conference;
3. AGREES that in giving instructions to the Animals and Plants Committees, the Conference of the Parties should pay due attention to whether the nature of the work is within their mandate as set out in paragraph 2 and whether the committees have the resources, time and expertise to undertake such work;
4. AGREES that when back-to-back meetings of the Animals and Plants Committees include a joint session, the duration of the separate committee meetings should be four days, but that when not back-to-back, the length of each meeting should be five days;
5. DETERMINES that:
- a) the membership of the Animals and Plants Committees shall consist of:
    - i) a person chosen by each of the major geographic regions consisting of North America and Oceania and elected by the Conference of Parties;
    - ii) two persons chosen by each of the major geographic regions consisting of Africa, Asia, Central and South America and the Caribbean, and Europe and elected by the Conference of Parties; and
    - iii) a specialist on zoological nomenclature (Animals Committee) and a specialist on botanical nomenclature (Plants Committee) chosen by their respective Committee and elected by the Conference of the Parties who would be *ex-officio* and non-voting;
  - b) one person shall also be chosen as an alternate member for each of the members listed in paragraph a). Each person chosen as an alternate member for a member described in paragraph a) shall be represented at meetings as a member only in the absence of the member for whom he/she is the alternate;
  - c) the membership of the Committees shall be reviewed at every regular meeting of the Conference of the Parties. The terms of office of the members shall commence at the close of the regular meeting at which they are elected and shall expire at the close of the second regular meeting thereafter;
  - d) a chair and a vice-chair shall be elected by the Committee; and

- e) the Chair, or Acting Chair should be replaced in his/her role of regional member by his/her alternate. In the absence at a meeting of the alternate in question, the Chair, or Acting Chair shall serve also as regional member for his/her region on an *ad hoc* basis;
6. RECOMMENDS that regarding representation in the Animals and Plants Committees the following guidelines be implemented:
- a) Election of the candidates
    - i) Parties proposing candidates as representatives should confirm, at the time of nomination, that the candidate will be supported and that they will obtain the necessary means to undertake their activities;
    - ii) The names of the proposed candidates, and their curricula vitae, should be circulated to the Parties of the region concerned at least 120 days before the meeting of the Conference of the Parties at which the representatives will be elected. Although not regional representatives the same process should apply to candidates seeking election as specialists on botanical and zoological nomenclature;
    - iii) Ideally the candidates should be associated with a Scientific Authority, have adequate knowledge of CITES and receive sufficient institutional support to carry out their duties. This information should also be included in the curricula vitae; and
    - iv) As long as the representatives are persons, a Party shall not be accepted as a proposed candidate subject to a later identification of the person concerned by the Party; and
  - b) Timing of replacement of regional members and alternate members
    - i) The procedure should be the same as that described above for the Standing Committee;
    - ii) As alternate members are alternates of specified members, they should be elected at the same time as the members;
    - iii) If a region wishes to re-elect a member or alternate member, there is nothing to prevent it from doing so; and
    - iv) in the event that no nominations be received before the deadline the incumbent shall remain, if so willing and able, as an representative until a replacement is elected;
7. DETERMINES that the Secretariat shall ensure that any vacancies in the Animals and Plants Committees are brought immediately to the attention of the Standing Committee, in order to fill the vacancies as soon as possible;
8. RESOLVES that the duties of members elected to the Animals and Plants Committees and their alternates are as follows:
- a) each member should, to the best of their abilities, act as impartially as possible and endeavour to base their judgements and opinions upon an objective, scientific assessment of the available evidence;
  - b) each member should collaborate with his/her alternate regarding the work to be done between the meetings of the Committee;
  - c) each member should maintain regular communication with the Parties in his/her region;
  - d) when a region has more than one representative, the representatives should also agree which Parties each represents. Contact should also be established with non-Parties in the region;
  - e) each member should increase the awareness of the role and function of the Committee, its mandate and the issues of concern to his/her region through mechanisms such as participation in seminars or in related meetings organized by the Secretariat and by other organizations at regional or sub-regional level;

- f) before the meetings of the Committee, the members should inform and consult the Parties in their regions about the agenda and in particular on matters specifically relevant to the countries of the region;
  - g) the members should submit a written report, covering the preceding period, to each meeting of the Committee;
  - h) the members should inform the Parties in their regions of the results of each meeting of the Committee in particular on matters specifically relevant to the countries of the region;
  - i) the members must inform the alternates well in advance if they will not attend a forthcoming Committee meeting; and
  - j) the members should provide to their successors all relevant information on the activities in the region;
9. FURTHER RESOLVES that the zoological and botanical nomenclature specialists of the Animals and Plants Committees shall coordinate, monitor and analyse the input needed from specialists in fulfilling the responsibilities assigned by the Parties;
10. DETERMINES further the following principles for the payment of travel expenses to members of the Plants or Animals Committee:
- a) the Secretariat shall make provisions in its budget for the payment, if requested, of reasonable and justifiable travel expenses of members, to attend no more than two meetings of the Committee concerned between meetings of the Conference of the Parties, other than for members from developed countries;
  - b) the Secretariat shall also make provision for the participation of the Committees' Chairs at meetings of the Standing Committee and at other meetings that the Chairs are instructed to attend by the Conference of the Parties;
  - c) members should make every effort to pay their own travel expenses; and
  - d) travel arrangements for sponsored members will be made by the Secretariat in accordance with the Rules and Regulations of the United Nations and, where applicable, claims for refunds must be supported by receipts, and be submitted to the Secretariat within 30 days from the completion of the travel;
11. URGES Parties and regions to utilize or develop long-term sustainable funding mechanisms to support their representatives in the Committees including the nomenclature specialists.