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

CITES

Intersessional work of the Standing Committee
2020-2021

GUIDANCE FOR CHAIRS OF CITES WORKING GROUPS ESTABLISHED BY THE
STANDING COMMITTEE, ANIMALS COMMITTEE AND PLANTS COMMITTEE

1. This document has been prepared by the Secretariat.

2. At its 18th meeting (CoP18, Geneva, 2019), the Conference of the Parties adopted the following Decision on *Conduct of committees* in the context of the adoption of Resolution Conf. 18.2 on *Establishment of committees*:

    18.3   Directed to the Secretariat

    The Secretariat shall prepare draft guidance to assist chairs of working groups established by the Committees in fulfilling their tasks for consideration by the Standing Committee.

3. In accordance with Decision 18.3, the Secretariat has prepared draft guidance to assist chairs of working groups established by the committees in fulfilling their tasks. In preparing the guidance, the Secretariat consulted with the Secretariats of other Multilateral Environmental Agreements. They shared documents that provided useful inspiration to the draft set out in the annex to the present document. These included the following:

    a) A Guide for Working Group Chairs at CoP and SBSTTA meetings (version 15 September 2010): https://www.cbd.int/doc/guidelines/wg-chair-guide-en.pdf

    b) Guide for Presiding Officers, UNFCCC Secretariat (Revised September 2017): https://unfccc.int/sites/default/files/20170919_guideforpresidingofficers_final.pdf

    c) Training manual for chairs of meetings of Basel, Rotterdam and Stockholm Conventions (May 2014): http://www.basel.int/Portals/4/download.aspx?d=UNEP-CHW-RC-POPS-WS-CHAIRS.01-TrainingManual.English.pdf

4. The Secretariat notes that this is the first time that guidance for chairs of working groups of the permanent committees has been developed in the context of CITES. The Secretariat therefore invites chairs of the CITES committees' working groups, as well as members of such working groups, to provide any feedback, comments or suggestions to the Secretariat for improving the guidance as may be needed.

Recommendations

5. The Secretariat invites the Standing Committee to:

    a) comment on the draft guidance contained in the Annex to the present document; and

    b) request the Secretariat to finalize the guidance, taking into account its comments, and make it available to chairs of committee working groups and on the CITES website.

Guidance for chairs of CITES working groups
established by the Standing Committee, Animals Committee
## and Plants Committee

Contents

1. Introduction

The purpose of the present document is to provide guidance to assist chairs of working groups established by the CITES Standing Committee, the Animals Committee or the Plants Committees in fulfilling their tasks by providing brief information, basic principles, and useful and practical tips.

2. Working groups in the CITES governing structure

The Conference of the Parties (CoP) is the main decision-making body of the Convention. The CoP has established three permanent committees by Resolution Conf. 18.2 on *Establishment of committees* with clear terms of reference for the Standing Committee (SC) included in Annex 1 and for the Animals (AC) and Plants (PC) Committees included in Annex 2.

At each meeting, the CoP adopts Decisions directed *inter alia* to each of the three committees (SC, AC and PC), generally requesting the committee in question to carry out specific tasks or activities, or address specific problems, and report back to the subsequent meeting of the CoP, and/or to the SC in case of work directed to the AC or PC.
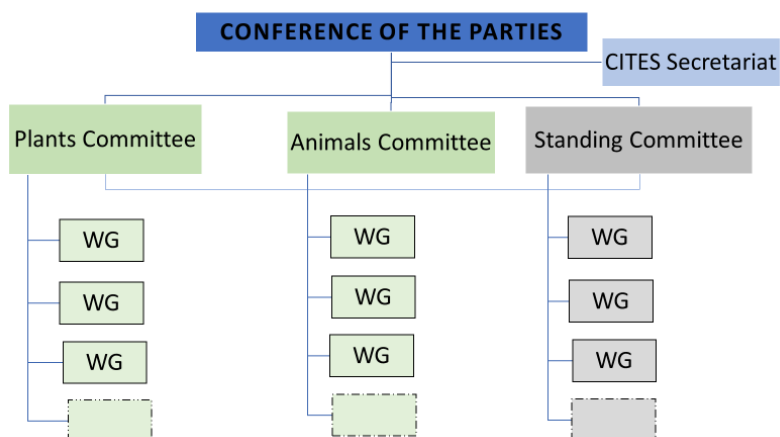
Each of the committees may establish such in-session and intersessional working groups (WG) as may be necessary for the committee to carry out its functions and work. In-session WGs are established to complete their tasks during the regular meeting of the committee, while intersessional WGs are established to work between meetings of the committee. For each WG, the establishing committee defines the composition and terms of reference, in accordance with relevant Resolutions and Decisions of the Conference of the Parties and the relevant rules of procedure, and within the scope of the Convention.

a. Intersessional working groups

The lifespan of intersessional working groups should not exceed the period until the next meeting of the CoP (which in most cases mean that the WG should complete its work by the last regular meeting of the relevant committee preceding the meeting of the CoP). The chair of the WG is generally expected to report to the committee that established it. For some matters, intersessional WGs may be established jointly by more than one committee (most commonly the AC and PC) in which instance the WG would report back to a joint session of the two relevant committees or, if there is no joint session of the two committees, to their separate meetings. Intersessional WGs normally work electronically, unless otherwise decided by the CoP or the establishing committee, and when resources are available for the WG to conduct its work via a face-to-face meeting or other means. Normally intersessional WGs work in only one official language, unless resources for interpretation and translation have been made available.

b. In-session working groups

In-session WGs are established to discuss a specific issue or question as determined by the Chair of the establishing committee. An in-session WG generally meets during blocks of time set aside for such purposes during the meeting, or between plenary sessions of the committee meeting (with notice of the time and location of the WG meeting provided through announcements made by the CITES Secretariat). Unless specific arrangements have been made, there will normally not be simultaneous interpretation at meetings of in-session WGs. It may also conduct its work electronically as appropriate. An in-session WG is normally expected to report back at a later session of the same meeting through its chair.

c. Scope of the guidance

This guidance is intended for use by chairs of both intersessional working groups and in-session working groups. The scope and modalities of work for these two types of WGs may be quite different, which has an impact on the tasks and tools of the chair. A separate section on intersessional WGs working electronically is intended specifically for chairs of such WGs, while the remaining parts of the guidance are intended for chairs of both types of WGs.

The guidance may also be useful for chairs of other bodies established by the committees, such as the Budget and Finance Subcommittee and for chairs of WGs established by the Conference of the Parties.

Links to relevant Resolutions and Rules of Procedure are included in section 10 of the guidance.

3. Composition of working groups

The composition of a WG is determined by the Chair of the establishing committee in accordance with Rule 17 of the Rules of Procedure of the SC, AC, and PC. The committee Chair should *inter alia* aim to ensure a fair and balanced representation of Members and Parties on the one hand, and observer bodies and agencies on the other. In SC WGs, the number of observers should not exceed the number of Parties. In AC/PC WGs, the number of observers should not exceed the number of Members of the committees and Parties.

Occasionally, a Party or an observer may wish to join or decide to withdraw from an intersessional working group after it was established by one of the committees. According to the Rules of Procedure of the committees, the Party or observer should make the request in writing, including by email, to the chair of the WG in question, who shall inform the Chair of the establishing committee and the Secretariat. Consistent with Rule 17, the chair of the WG cannot accept additional requests to join the WG from observer organizations if this will lead to the number of observers exceeding the number of Parties in the WG. Similarly, if the withdrawal of a member of an intersessional WG will mean that the WG then has more observer members than Party members, the WG chair, in consultation with the Chair of the establishing committee, shall determine how to correct the membership imbalance.

Normally, the committee Chair appoints the chair(s) of the WG, whenever possible from among the Members and alternate Members of the committee, or if not possible, from among Parties. In some cases, for instance in smaller in-session working groups, the Chair may choose to leave it to the WG to appoint its own chair. In such cases, the WG shall elect its own chair, whenever possible from among the Members and alternate Members of the committee or from among Parties.

4. Role of a working group chair

A working group chair is the person who presides over the work of the WG as established in its terms of reference, and who is expected to impartially expedite the business of the WG. If the chair of the WG is a representative of a Party, the representation of that Party in the WG should be exercised by another person. In case the WG chair is a representative of a Party, he or she presides over the group on behalf of the establishing committee and does not represent his or her delegation. However, for AC/PC working groups, when a committee Member PC is chairing a WG, they are not represented by their alternate in the WG.

The primary role of a working group chair is to facilitate the working group's consideration of the issues identified in the mandate or terms of reference (ToRs) of the WG, and the WG's development of outputs, recommendations, approaches, or solutions for further consideration by the committee. The aim of the WG chair is to facilitate an informed and technically sound decision-making process by the establishing committee, ideally conducive to the achievement of consensus by the committee. The WG chair is responsible for reporting the outcomes of the WG to the relevant committee once the work is concluded

a. Characteristics of an effective working group chair

A skilful working group chair is often a key factor in delivering a successful result. He or she should aim to be impartial, fair and neutral in carrying out the duties of the chair. In doing so, the chair can, for example, encourage representatives to focus on key issues, invite all members of the WG to contribute to discussions, ask representatives to clarify complex positions, and probe in a balanced and objective way positions in an effort to identify opportunities and compromises. The chair facilitates discussion of key issues in an inclusive and transparent manner to ensure that WG members have an opportunity to voice their views and contribute to the WG deliberations and outcomes. A working group chair also has the discretion to form smaller subgroups within the larger WG to attempt to resolve particular issues.

One of the key tasks of an effective WG chair is to ensure that the deliberations of the WG focus on the matters outlined in its mandate or in the terms of reference, and do not deviate. If issues arise that do deviate, the chair should clarify that those issues are outside the scope of the WG to address, but the chair can note the issues in the WG report for future consideration by the committee and eventually the CoP. Some characteristics of an effective working group chair include being:

- Aware of the mandate of the WG and the expected output;

- Clear (set out the mandate and procedure, stick to a systematic approach and limit deliberations to topics that are relevant to the mandate, and indicate the approach taken);

- Impartial/objective/fair/unbiased/neutral;

- Open and inclusive;

- Polite and respectful;

- Consistent and pragmatic;

- A patient and good listener;

- Able to accurately sum up points of convergence and divergence;

- Inclusive and able to foster consensus where possible;

- Familiar with the rules of procedure for the committee; and

- Conscious of limitations, such as time, language skills of working group members, resources of the Secretariat etc.

In some instances, it can be a challenge to engage all WG members in the discussion. This may lead to an outcome that is not representative of the views in the group or in the committee. If the chair has the sense that this is about to happen, he or she may try to prompt silent WG members for their views, either by directly indicating that it would be useful to hear the views of those who have not yet contributed, or by prompting them directly. In

assessing the level of engagement in discussions, the chair should also pay attention to whether WG members from different geographical regions have been heard, as well as whether the discussion is Party-driven or whether debate is dominated by observer WG members.

At the same time, the chair should keep in mind that he or she is the facilitator of a discussion by the members of the WG. In difficult situations, chairs may therefore want to ask the WG to consider how it wishes to proceed, for instance by offering options rather than imposing a particular approach. In such situations, the chair may also use the option of reaching out to the Secretariat for advice, or seek additional guidance from the committee Chair, if appropriate.

b. Setting the scene

Once the WG has been established and the chair of the WG has been appointed, the chair of the WG is responsible for setting the scene and initiating the work of the WG. The chair should reiterate **the mandate/ToRs of the WG** as formulated by the committee and contained in an executive summary of a session of the committee or the summary record of the meeting of the committee (if available). Occasionally, the WG is requested to further elaborate the ToRs where the committee has not been able to do so. This would then be the first order of business of the WG, and the chair would be responsible for ensuring that the ToRs, as elaborated by the WG, stay within the mandate provided by the committee. The WG chair may also outline what kind of **result or output** he/she is anticipating the WG to produce, based on the ToRs/mandate of the WG.

At this point, the WG chair may invite any **clarifying questions** with regard to the mandate or the expected outputs. It is important that all members of the WG are fully informed of and committed to the mandate of the WG to allow for focused and targeted deliberations.

If possible, and in particular if the mandate is broad and covers several issues, the WG chair may wish to propose an **agenda** and/or inform the members of the WG how he/she intends to conduct the work (number of meetings, rounds of consultations, etc.)

The chair may also wish to draw the attention of the WG members to **pertinent official documents** of the relevant committee(s) or the Conference of the Parties that may provide useful background information for the WG, or to other pertinent information, including in information documents.

The WG should preferably operate in the official working language that the majority of the members of the WG is comfortable with. Insofar as possible, the chair should seek to create opportunities for all participants to express themselves and create an **inclusive environment**, e.g. by inviting participants that do not speak the language of the WG to make their interventions/contributions in one of the other official languages and invite other members to assist with translation/interpretation.

Finally, the WG chair should indicate the **timeline** for the conclusion of the work, taking into account the document deadline of the establishing committee (see Section 9). This applies to both in-session and intersessional WGs, although the timeframe is different.

5. Role of working group members (Parties and observers)

The primary role of WG members is to contribute to the mandate of the WG. In doing so, WG members are expected to bring their perspective, knowledge and views to the group. WG members are expected to be informed of the terms of reference of the WG, and to seek clarification from the WG chair if needed. In participating in the deliberations of the WG, members of WGs should:

- Bear in mind the text and the objectives of the Convention and the principles on which it is based;

- Bear in mind relevant Resolutions and Decisions;

- Be patient and respectful, and engage in an appropriate and polite manner with other participants;

- Be familiar with the relevant rules of procedure;

- Be an active listener;

- Focus interventions on the issues at hand and avoid any abusive or accusatory language;

- Follow the WG chair's instructions regarding the conduct of business and decisions already taken by the WG;

- Make contributions, presentations and interventions clear, concise, to the point, and relevant to the issues under discussion within the mandate of the WG; and

- Liaise with other participants of the WG and, where appropriate, make joint interventions or contributions to avoid the same points being made repeatedly.

6. Role of the Secretariat

A staff member of the CITES Secretariat will always be made available to support the WG chair, if and as may be needed. Where possible, this will be the Programme Officer within the Secretariat who is responsible for the matter under discussion by the WG. If the chair is uncertain about who the assigned CITES Secretariat staff member is, he or she should contact any Secretariat staff member to seek information and clarification. In providing assistance to the WG and the WG chair, the CITES Secretariat shall, as always, act impartially and in the interest of the Convention.

The CITES Secretariat staff member responsible for supporting the WG chair, can assist the working group chair by:

- For in-session WGs, arranging for meeting room allocation and equipment;

- Supporting correspondence with WG members upon request of the WG chair, *inter alia* to communicate specific arrangements to WG members;

- Providing impartial advice on the conduct of the work, including the application of the rules of procedure;

- In case the WG chair has not appointed a rapporteur among the WG members, and upon request of the WG chair, taking notes summarizing and synthesizing the contributions from WG members;

- Providing advice to, and assisting the WG chair in preparing draft reports of the WG, including draft CoP decisions and recommendations;

- Responding to questions and providing clarification, for instance on the mandate of the WG as provided by the establishing committee when requested by the WG chair;

- Liaising with the Secretariat's conference services unit for production of outcome documents, including their translation and distribution; and

- Providing any other support to the WG chair that may reasonably be required with respect to the work of the group, such as assistance with translation.

7. Conduct of business

a. General rules of procedure

Chairs should conduct meetings with the degree of formality appropriate to the WG. Generally, greater formality is needed for WGs with a larger membership. The rules of procedure of the relevant committee (SC RoP, AC RoP or PC RoP) generally apply to the proceedings of working groups. While each committee has adopted its own set of rules, these are very similar. Unless otherwise indicated in the following, the referenced rule is the same for all three committees and hence for their working groups.

As noted above, the chair of a WG should be familiar with the rules of procedure and with the adjustments required for WGs, including the following:

- Order of speakers (Rule 14, paragraph 2)

- Right to speak only when called upon by the Chair (Rule 14, paragraph 3)

- Time limitations (Rule 14, paragraph 6)

- List of speakers (Rule 14, paragraph 7)

- Points of order can only be made by Parties and should be ruled upon immediately (Rule 14, paragraph 4)

- Meetings of WG are public unless otherwise decided (Rule 16)

With regard to the last point, it has become practice that the deliberations of WGs are open only to members of the WG, simply to ensure that the group is manageable and able to produce results. For intersessional WGs that are working remotely, this is straightforward to implement. For in-session WG, it can sometimes be necessary for the chair of the WG to do a rollcall to check who is in the room and to invite persons who are not representing any WG members to leave the room.

b. Good practices - tools

In addition to the general rules of order and debate, contained in the Rules of Procedure, there are some good practices that a WG chair may wish to observe:

- **Preparations with the Secretariat –** in some cases, the WG chair may wish to have a preparatory meeting, phone call or email exchange with the Secretariat to plan for the work and the types of support that might be needed;

- **Punctuality –** for in-session WGs, aim to begin and end meetings on the time announced. If the meeting is running over time, check regularly with the participants that they are willing to continue (if it is logistically possible);

- **Use of projector and screen –** in certain specific instances, e.g. for in-session WG with a mandate to finalize the wording of an already existing text, it may be helpful to project the text on a screen as this will enable all members of the WG to follow the negotiations. In other instances, the use of a projector may be counterproductive and hinder a productive and constructive discussion. It is the prerogative of the chair to determine whether projection is useful for the discussions in the WG. However, projection equipment may not always be available in the meeting room and even if it is available, its use may not always be covered by the budget for the meeting. If the chair wishes to use a projector, he/she should check with the Secretariat in advance of the WG meeting.

- **Interpretation –** for in-session WGs, there may be instances when English is not the most appropriate language for the WG, or when interpretation in one or two of the Convention's working languages may be critically important. In such instances, the chair – in consultation with the Secretariat – should try to find a solution to allow for a multilingual discussion. For instance, there may be members within a WG who are willing and able to assist with interpretation, and WG chairs are encouraged to seek out such members and draw upon their support. In the case of regular AC and PC meetings, where blocks of time are set aside for WGs to operate, the regular interpreters servicing the meeting may be available to assist certain WGs in their deliberations.

- **Regularly summing up and recording key points of discussion –** during the course of the deliberations, the chair may wish to sum up the main points that appear to be agreeable to the members who have spoken and those where there are divergent views; this may help members focus their interventions and enable a consensus to appear.

c. Closing the deliberations (conclusions, recommendations)

After one or more rounds of interventions and deliberations, the WG chair is expected to close the deliberations and determine whether there is consensus (i.e. no objections) on a particular issue. This involves listening carefully as the debate proceeds and identifying both areas of convergence and areas of divergence among the WG participants. It is important for the chair to try to 'harness' areas of convergence and to 'lock them in' as they conclude the work of the WG. In this context, the chair should listen to all members of the WG and try to accommodate all views. However, the chair should also be mindful of the fact that CITES WGs are Party-driven and that decisions in the relevant committee are made by the members of the committee.

The chair should also be mindful of the fact that consensus is not the same as unanimity. In other words, consensus means that all members can live with the outcome, even if it is not fully satisfactory or in line with their initial position. It is the outcome to which no member of the WG will object.

Once the areas of convergence have been identified and accepted, the chair should move to areas of non-convergence/no consensus. Here the chair may deploy different tools to see if further movement among the participants in the WG is possible. This can be informal consultations among a smaller group of participants ('friends of the chair'], one-on-one discussions, or breaks in the deliberations for reflection and consultations with stakeholders outside the WG. Time permitting, the WG chair may also wish to consult the Chair of the establishing committee for guidance if there is difficulty in reaching a consensus.

If there is more time available, the WG may also continue the work if it is considered that more time may lead to consensus. However, as noted above under 2 (a), the life-span of intersessional WGs should not exceed the period until the next meeting of the CoP (in practice the last regular meeting of the SC, AC or PC prior to a CoP) and in-session WGs are expected to complete their work within the duration of the meeting of the establishing committee. If the WG considers that more discussions could lead to consensus, the group can note this in the conclusions to the establishing committee and in the case of an in-session WG, propose that the work be continued intersessionally through an intersessional WG.

If after using all the tools available, the WG chair concludes that no consensus is emerging, he or she has at least the following options:

- Present the approach that a majority of the WG members prefer, clearly indicating that this approach is not accepted by the WG by consensus;

- Present the different options to the committee and request further guidance or invite the committee to decide on the preferred option; or

- Present only the issues discussed with an indication that views expressed were so widely divergent that the working group was unable to provide any result on the matter.

The WG chair has the prerogative to decide which approach to take, keeping in mind that the mandate of the WG is to assist the committee in finding a way forward on a particular issue. **WGs are not expected to make any decisions but prepare the ground for the establishing committee to make a decision or agree on a recommendation.** Voting on the outcome should therefore be avoided in WGs as this is generally not useful in reflecting the variety of views that may be useful for the committee in making its recommendations on the matter. See Section 9 on the presentation of the WG results to the committee.

8. Conduct of intersessional working groups working electronically

For intersessional working groups that are conducting their work by electronic means, there are a few additional good practices to keep in mind for chairs of such WGs.

a. Ensure an accurate mailing list

It is the responsibility of the chair, with the support of the Secretariat, to gather the contact details of intersessional WG members. This can be done by collecting business cards from WG members, or by convening a short meeting to compile a list of contact details. Should the intersessional WG meet in the margins of the meeting where it was established, relevant details should be collected during that meeting. It is also the responsibility of the WG chair to ensure that a mailing list used for communicating with the members of the WG is complete and accurate. If electronic messages bounce back, the chair shall try to find out what happened, and if need be, contact the Secretariat for assistance. When members are joining or withdrawing from the WG following consultation with the committee Chair, the WG chair should ensure that the mailing list is updated accordingly.

b. Copy the Secretariat staff member assigned to the WG

Intersessional WGs have an assigned member of the Secretariat to support the chair as needed. For the Secretariat to be able to do so, the chair should include the relevant Secretariat staff member on all correspondence with the members of the WG.

c. Divide the mandate into manageable tasks

Depending on the size and complexity of the mandate of the WG, it might be useful to divide the work into manageable tasks and communicate these to the WG to use in their conduct of business. This may help the WG members in providing their views and help the chair to analyse and structure the feedback received from WG members.

d. Set reasonable deadlines for responding

When the chair invites the views of the members on the topic of the debate, he/she should set and communicate reasonable deadlines that will allow the members of the WG sufficient time to think about the issues and formulate their response. There are no specific rules on this but allowing at least two weeks for responding would be considered reasonable.

e. Compile the views of members

If possible, it is helpful for the chair to compile the responses received from members in one document or in a table format, depending on the mandate. This is particularly useful when the mandate of the WG is extensive so the WG is considering many issues, and when the membership is broad. The compilation can be shared with members of the WG to increase transparency in the work and help inform the approach and suggested way forward.

f. Use virtual meeting facilities

While most intersessional WGs conduct their work by emails, the WG chair may consider organizing remote discussions, such as telephone conferences or virtual meetings using online platforms, where such a discussion would be beneficial. However, in considering whether to organize a virtual meeting, the WG chair should be mindful that not all WG members may have access to online meeting facilities or the ability to pay for long international phone calls. The chair should also set an appropriate time for such meetings, taking into account the different times zones. At the request of the WG chair, the Secretariat will assist with the preparation of such meetings.

9. Presentation of the results of the WG

The working group reports of in-session and intersessional WGs are different due to the specific characteristics of the two kinds of WGs. In both cases, it is the responsibility of the chair of the WG to ensure the preparation of the report of the WG and to submit it to the Secretariat for further processing. The Secretariat may be consulted on the structure and content and is available to assist with the drafting upon request from the WG chair. However, the responsibility for the report rests with the chair of the WG. The Secretariat has templates for reports of both types of WGs available, which are to be provided to the WG chair by the assigned staff member of the Secretariat. The chair should use the relevant template in preparing their report.

For both in-session and intersessional WG, the chair should circulate a draft of the report with the members of the WG to ensure that the outcome document accurately reflects the deliberations of the WG if there is enough time to do so. The chair should make clear that a review of the WG report does not constitute an opportunity for members of the WG to reopen the discussions that have already been concluded in the previous stage.

a. In-session WG

The WG report prepared by the chair of an in-session WG should only contain the text on the way forward proposed by the WG. There should be no background information about the number of meetings of the WG, the membership, the nature of interventions made, etc. The membership and terms of reference are recorded in the executive summaries of the relevant committee, and any supplementary information can be provided by the chair of the WG orally when they present the results to the committee.

In order for the committee to consider and decide on an in-session WG report, the report must be available in the three official languages of the Convention and circulated no later than during the session preceding the session at which they are to be discussed. Therefore, it needs to be submitted to the Secretariat at least one session earlier. For example, outcome documents from WGs should be submitted to the Secretariat by close of business (6pm) on the day before they are to be discussed. If a document is submitted by 6pm on Thursday, it will be available by 9am on Friday for discussion on Friday at 2pm.

b. Intersessional working groups

Reports of intersessional WGs follow the procedures related to documents of the committee contained in the rules of procedure. Such reports may be more detailed in terms of mandate, membership, and conduct of business than in-session reports, but should remain concise and to the point. The reports of intersessional WGs are usually structured as follows:

- Introduction: reference to the establishment of the WG, and its membership and mandate, including relevant CoP Decisions and/or Resolutions;

- Presentation of the various topics, considerations and conclusions by the WG;

- Recommendations: clearly stating the action(s) and decision(s) to be taken by the committee, including, where appropriate, relevant text of draft amendments to existing Resolutions and/or text of draft CoP Decisions.

The report should generally not be more than **12 pages** long and should be submitted to the Secretariat **60 days** before the meeting at which it is to be discussed. It is advisable for the chair to consult previous documents submitted to the committee to review examples of how such documents are drafted (see section 10 for a few references). Technical background documents may also be made available to the committee. If such technical documents are submitted as information documents, they may be referred to if they relate to existing agenda items, but such documents will not be translated and cannot be discussed in plenary.

c. Presentation of the result to the committee

The chair of the in-session or intersessional WG is expected to present the outcome of the work to the establishing committee. This presentation should be concise, factual, and to the point, and take no more time than necessary. The presentation of the WG chair should contain the following elements:

- An explanation of the presented outcome of the WG, in particular which elements were accepted by consensus by the WG, and also explaining which have not been accepted; and

- A clear indication of which decision the WG is advising the committee to take (e.g. 'take note', 'adopt the result', provide more time, decide on one of several options presented)

Time permitting, the presentation may also include:

- A summary of the terms of reference of the WG;

- A summary of the membership (in particular for in-session WGs) or a reference to a document where the membership can be found; and

- A very short summary of the conduct of business (number of meetings, etc.)

Once the chair has delivered the report of the WG to the establishing committee, the term of the chair is completed. The committee may – or may not – call on the chair to continue the work, should a new WG be established on the same or a related topic but, the former chair is free to accept or not to chair a new WG.

10. Links to CITES documents

Each chair should familiarize themselves with the documents relevant for their WG. The guidance referred to the following CITES documents:

a. CITES documents

- The text of the Convention
- Resolution Conf. 18.2 on *Establishment of committees*
- Rules of procedure of the Conference of the Parties
- Rules of procedure of the Standing Committee

- [Rules of procedure for meetings of the Animals Committee](#)
- [Rules of procedure for meetings of the Plants Committee](#)
- [Guide for participants at meetings of the CoP](#)
- CITES Glossary https://cites.org/eng/resources/terms/glossary.php

b. Examples of intersessional WG reports to SC, AC or PC

- Special reporting requirements: Report of the Working Group to the Standing Committee ([SC66 Doc. 30.2](#))
- Simplified procedures for permits and certificates: Report of the Working Group to the Standing Committee [(SC70 Doc. 36)](#)
- Combatting Wildlife Cybercrime: Report of the Working Group to the Standing Committee ([SC70 Doc. 30.3.1](#))
- Trade controls and traceability: Report of the intersessional working group to the Plants Committee ([PC24 Doc. 15.1](#))
- Revision and replacement of the CITES Strategic vision 2008-2020: Report of the working group to the Standing Committee [(SC70 Doc. 11)](#)
- Annotations: Report of the working group to the Standing Committee [(SC70 Doc. 67.1)](#)