

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



Seventieth meeting of the Standing Committee
Rosa Khutor, Sochi (Russian Federation), 1-5 October 2018

Strategic matters

REVIEW OF RESOLUTION CONF. 11.1 (REV. COP17):
REPORT OF THE WORKING GROUP

1. This document has been submitted by Canada as Chair of the intersessional working group on Rules of Procedure.*

Background

2. At its 17th meeting (CoP17, Johannesburg, 2016), the Conference of the Parties adopted Decisions 17.3, 17.5 and 17.9 in relation to the review of Resolution Conf. 11.1 (Rev. CoP17) on *Establishment of Committees* as follows:

17.3 Directed to the Standing Committee

Resolution Conf. 11.1 (Rev. CoP17) on Establishment of Committees contains provisions that are relevant for the Rules of Procedure of the Committees. In reviewing the Rules of Procedure, the Standing Committee at its 70th meeting, with input from the Animals and Plants Committees, shall identify possible inconsistencies and overlap and make such suggestions as appropriate to revise Resolution Conf. 11.1 (Rev. CoP17), for consideration at the 18th meeting of the Conference of the Parties.

17.5 Directed to the Animals and Plants Committees

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.

17.9 Directed to the Animals and Plants Committees

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

* 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.

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.

**16.9 Directed to the Standing Committee
(Rev.
CoP17)**

The Standing Committee shall, at its 69th and 70th meeting and on the basis of a review from the Secretariat, assess the functioning of the conflict of interest policy set out in paragraph c) under Regarding representation in the Animals and Plants Committees of Resolution Conf. 11.1 (Rev. CoP17) on Establishment of Committees, and make recommendations for refining the definition of conflict of interest, if appropriate, and for a mechanism to deal with such conflicts, having reference to such mechanisms developed in other multilateral environmental agreements or relevant international organizations and bodies, for consideration at the 18th meeting of the Conference of the Parties.

3. The Standing Committee, at its 69th meeting, established an intersessional working group on Rules of Procedure whose mandate consisted of reviewing and proposing amendments to the Rules of Procedure of the Standing Committee and the Conference of the Parties, considering and proposing revisions to Resolution Conf. 11.1 (Rev. CoP17) on Establishment of Committees, and considering the functioning of the conflict of interest policy.
4. With regards to the review of Resolution Conf. 11.1 (Rev. CoP17), the working group's mandate was:
 - examine the issues described in paragraph 5 a) to k) of document SC69 Doc. 11.2 and consider the recommendations of the Animals and Plants Committees on the issue described in paragraph 5 l) of the same document regarding potential revisions of Resolution Conf. 11.1 (Rev. CoP17);
 - assess the functioning of the conflict of interest policy set out in paragraph 5 c) of Resolution Conf. 11.1 (Rev. CoP17), taking into account the report from the Animals and Plants Committees regarding this issue;
 - make recommendations for refining the definition of conflict of interest, if appropriate, and for a mechanism to deal with such conflicts, referring to such mechanisms developed in other multilateral agreements or relevant international organizations and bodies.
5. The membership of the intersessional working group on the Rules of Procedure was agreed as follows: Chair of the Standing Committee (Chair); Antigua and Barbuda, Bolivia (Plurinational State of), Botswana, Brazil, Canada, China, Colombia, European Union, Israel, Japan, Kuwait, Norway, Peru, South Africa, Sri Lanka, Switzerland, United States of America and Venezuela (Bolivarian Republic of); and Animal Welfare Institute, Humane Society International, IWMC – World Conservation Trust, Lewis & Clark – International Environmental Law Project, Pet Industry Joint Advisory Council, Safari Club International, and Species Survival Network; and the Chairs of the Animals and Plants Committees.

Regarding Resolution Conf. 11.1 and the Standing Committee Terms of Reference

6. The working group identified the inconsistencies and overlap and determined which elements belong in the Resolution (where CoP provides guidance on the purpose, role, membership, deliverables etc. of the Committee) and which belong in Rules of Procedure (where the Committee determines its mode of operating) including those that benefit from being found in both documents. These were reflected in the proposed amendments to Resolution Conf. 11.1 (Rev. CoP17).
7. The working group noted that, in addition to inconsistencies and overlap between Resolution Conf. 11.1 (Rev. CoP17) and the committee rules of procedure, there were also redundancies within the Resolution and suggested the Resolution would benefit from a re-organization to improve the logic flow. The working group further agreed that the Resolution would benefit from clearly separating those elements that are specific to the Standing or the scientific Committees and those that are overarching guidance to all committees established by the CoP. In undertaking its review, the working group proposed that the main body of the Resolution should focus on providing the basic functions and parameters that should apply to all CITES committees it establishes. The Terms of Reference for each established committee should then provide the description of the objectives and structure of the committee. Elements of terms of reference would include the name of the committee, the purpose and role of the committee, membership, meeting

arrangements, and resources. It was noted that all of these elements were found in various parts of the existing Resolution but, as suggested above, it might be appropriate to collate these as clear terms of reference for each established Committee.

8. In the final review of Resolution Conf. 11.1, some points were noted by some members of the working group but were not incorporated into the proposed revisions due to lack of time. These include:
 - Should the MIKE-ETIS Subgroup to be included in this Resolution?
 - Should the Terms of Reference for the Finance and Budget Subcommittee of the Standing Committee be placed into this Resolution?

The Standing Committee is invited to reflect on these questions and provide advice on whether or not to make further amendments to Resolution Conf. 11.1 (Rev. CoP17).

9. In preparing this report, the Chair of the intersessional working group took note of Decision 17.8 which directed the Secretariat to maintain and publish a list of active intersessional working groups. As this is not necessarily a time-bound activity, the Standing Committee may wish to consider adding this direction into Resolution Conf. 11.1 (Rev. CoP17). If so, paragraph 3 e) of the amended Resolution could have an additional sentence which would read: The Secretariat shall maintain and publish on the CITES website a list of active intersessional working groups, established by each committee, including Chairs and members of such groups.
10. The working group's mandate also required the examination of the issues to consider found in paragraph 5a) to k) of SC69 Doc. 11.2. However, most of the elements identified were primarily relevant to the Animals and Plants Committee. The working group thus decided to await and incorporate the input from the working group established by those Committees under Decision 17.5. Similarly, the working group did not consider Annex 2 of Resolution Conf. 11.1 as this was to be reviewed by the Animals and Plants Committees.

Regarding Resolution Conf. 11.1 and the Animals and Plants Committee Terms of Reference

11. During the joint session of the 30th meeting of the Animals Committee and 24th meeting of the Plants committee, the committees agreed to revisions to Annex 2 of Resolution Conf. 11.1 (Rev. CoP17) as found in AC30 PC24 Com. 03. Recognizing the ongoing work on this Resolution by the Standing Committee, the Committees further agreed to mandate the Chairs of the scientific committees, in collaboration with the Secretariat, to further modify the presentation of Annex 2 to align with the proposal of the Standing Committee's intersessional working group. The Chairs of the scientific committees requested the results of the Animals and Plants Committee deliberations be presented to the Standing Committee as part of the report of its intersessional working group. Thus, the proposed amendments to Resolution Conf. 11.1 found in this report also include the amendments agreed by the Animals and Plants Committee, with the structural changes agreed by the Chairs of those committees.

Regarding Conflict of Interest

12. The working group was required to review the functioning of this conflict of interest policy based on the review of the Secretariat and the report of the Animals and Plants Committees and make relevant recommendations. The Secretariat provided their report on conflict of interest, including examples from other bodies of conflict of interest definitions and mechanisms, in SC69 Doc. 12. The Chairs of the scientific Committees reported orally to the 69th meeting of the Standing Committee and did not indicate any concerns or possible amendments to the conflict of interest policy. The working group, in undertaking its review, was generally comfortable with the conflict of interest policy and felt it was important to maintain it in the body of the Resolution, but specifying that this policy applies to those committees where individuals are elected as members (such as the Animals and Plants Committees). The working group also felt the policy could be improved by allowing conflicts of interest identified by a credible source to be brought to the attention of the relevant committee through the Secretariat. In such a circumstance the Secretariat would first review and bring issues to the attention of the Chair of the relevant committee as appropriate. The Secretariat and Chair would thus be responsible for evaluating credibility. These points were reflected in the proposed amendments to Resolution Conf. 11.1 (Rev. CoP17).
13. During the latter part of the working group discussion, it was noted that the Secretariat is preparing a template for declarations of conflict of interest that should be referenced within the Resolution. If this template is agreed by the Standing Committee, the following addition (in underline) should be included in the Resolution:

- a) Parties proposing candidates as members or alternate members are to request that, together with their names and *curricula vitae*, each candidate provides a Declaration of Interest which should be circulated to the Parties of the region concerned at least 120 days before the meeting of the Conference by the Parties at which the members will be elected. The Secretariat, under the guidance of the Standing Committee, shall provide a template for the declaration. The declaration should be based on the template provided by the Secretariat and in its ~~In that~~ declaration, the candidate should disclose any current financial interest that might call into question his or her impartiality, objectivity or independence in carrying out his or her duties as a member or alternate member of the committee;

Amendments to Resolution Conf. 11.1 (Rev. CoP17)

14. Proposed amendments to Resolution Conf. 11.1 (Rev. CoP17) on the Establishment of Committees, as a result of the deliberations of the intersessional working group as well as the Animals and Plants Committees, are found in Annex 1 (track change) and Annex 2 (clean) of this document.

Recommendation

15. The Standing Committee advise on whether to include the two points identified in paragraph 8 of this report in the proposed revisions to Resolution Conf. 11.1 (Rev. CoP17).
16. The Standing Committee agree the additional amendment proposed in paragraph 9 of this report.
17. If a template for conflict of interest is agreed, the Standing Committee also agree the additional amendment proposed to the conflict of interest policy found in paragraph 13 of this report.
18. The Standing Committee submit Resolution Conf. 11.1 (Rev. CoP17) on the Establishment of committees as amended (Annex 1 and Annex 2) to the 18th meeting of the Conference of the Parties, in fulfilment of Decision 17.3, 17.5, 17.9 and 16.9 (Rev. CoP17), and with the additional amendments proposed in paragraph 16 and 17 of this report.

Conf. 11.1

(Rev. ~~CoP17~~CoP18)*

Establishment of Committees

RECALLING Resolution Conf. 9.1 (Rev.), adopted by the Conference of the Parties at its ninth meeting (Fort Lauderdale, 1994) and amended at its 10th meeting (Harare, 1997), relating to the establishment of committees; and

RECALLING the Preamble of the Convention, including its recognition that international cooperation is essential for the protection of certain species of wild fauna and flora against over-exploitation through international trade;

RECOGNIZING the importance of maintaining CITES species throughout their range at a level consistent with their role in the ecosystems;

ACKNOWLEDGING the increasing role of the Convention since its entry into force in 1975, including the growth in number of species listed on the CITES Appendices, the number of Parties, number of CITES trade transactions, and range of issues addressed by the Conference of the Parties;

REAFFIRMING the role of the CITES Conference of the Parties in setting the policy direction for the Convention and reiterating the importance of addressing the instructions of the Conference of the Parties;

RECOGNIZING the importance of providing guidance on steering the work and performance of the Convention between meetings of the Conference of the Parties;

STRESSING the importance of scientific advice and expertise to support the actions and policies adopted by the Conference of the Parties and aimed at fulfilling the purposes of the Convention;

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;

~~RECOGNIZING that Rules of Procedure common to all committees are an essential requirement for formal meetings;~~

RECOGNIZING that aligning rules of procedure adopted by each committee established by the Conference of the Parties as far as practicable will help facilitate the operation of all CITES meetings;

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

Regarding the establishment of committees

~~1. AGREES to formalize a system for the appointment of committees of the Conference of the Parties and to establish procedures to be followed when committees are created;~~

~~2. RESOLVES that:~~

~~1. ESTABLISHES the a) there shall be a permanent Standing Committee of the Conference of the Parties, which shall be the senior Ccommittee and shall report to the Conference of the Parties in accordance with its Terms of Reference as found in Annex 1 of this Resolution, and directs the Standing Committee to establish a Finance and Budget Subcommittee and specify its terms of reference;~~

~~— b) there shall be an~~

* Amended at the 12th, 13th, 14th, 16th, and 17th and 18th meetings of the Conference of the Parties.

2. ESTABLISHES the Animals Committee and a-the Plants Committee as its scientific advisory bodies, which shall report to the Conference of the Parties at its meetings and, if so requested, to the Standing Committee between meetings of the Conference of the Parties in accordance with their Terms of Reference as found in Annex 2 of this Resolution;

~~e) the Conference of the Parties may appoint additional committees as the need arises;~~

3. DECIDES that:

a) the Conference of the Parties shall elect the members of the committees established by this Resolution as set out in the annexes to this Resolution;

b) the terms of reference for all committees established by the Conference of the Parties shall be included in annexes to this Resolution;

c) committees established by the Conference of the Parties shall adopt their own Rules of Procedure, which shall be aligned with the Rules of Procedure of the Conference of the Parties as far as is practicable;

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

~~d) e) the Conference of the Parties, the Standing Committee and the Animals and Plants committees may appoint committees established by the Conference of the Parties may establish~~ working groups with specific terms of reference as required to address specific problems. These working groups shall normally have a defined life span which shall not exceed the period until the next meeting of the Conference of the Parties, at which time they may be re-established if necessary. ~~Working Groups established by the Conference of the Parties shall report to the Conference of the Parties and, if so requested, to the Standing Committee. Working Groups shall report to the establishing body and should use the~~ [Guidelines for improving species specific reporting requests by CITES working groups](#) and the [Template for species based reporting](#) as adopted and amended from time to time by the Standing Committee and distributed by the Secretariat;

~~e) the Standing Committee shall establish a permanent Finance and Budget Subcommittee and specify its terms of reference;~~

f) in addition to the Finance and Budget Subcommittee, ~~committees established by the Conference of the Parties the Standing Committee and the Animals and Plants Committees may establish appoint~~ subcommittees composed of Committee members and Parties, with specific terms of reference. ~~to implement the tasks that are given to them. Unless otherwise agreed by through~~ established by a Resolution or Decision of the Conference of the Parties, these subcommittees shall have a defined lifespan, which shall not exceed the period until the next meeting of the Conference of the Parties, at which time they may be re-established if necessary;

~~g) the Standing Committee shall adopt its own Rules of Procedure;~~

~~h) the Animals and Plants Committees shall adopt their own Rules of Procedure, which shall, however, be in accordance with the Rules of Procedure of the Standing Committee as far as is practicable;~~

~~i) regional representatives shall be elected by the Conference of the Parties as members of the Standing Committee;~~

~~j) the Secretariat shall make provision for the payment, if requested, of reasonable and justifiable travel expenses of members, including attendance at the relevant committee meetings, and other expenses of the Chairs of the Standing Committee, the Animals Committee and the Plants Committee, other than members from developed countries;~~

~~k) all committees established by the Conference of the Parties shall be listed in annexes to this Resolution;~~

~~l) the Secretariat shall, upon request by a committee chair, provide secretarial services when such services can be met within the approved budget of the Secretariat;~~

g) when attending events or meetings outside other than those called for by the Conference of the Parties, members and alternate members of committees established by the Conference of the Parties do not represent the relevant committee or any CITES body unless specific instructions to do so have been provided by the relevant committee Chair or by the Conference of the Parties.

~~m) 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; and~~

~~n) 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;~~

Regarding regional representation in the Standing Committee

~~3. RECOMMENDS that the following guidelines be implemented:~~

~~a) Selection of regional members and alternate regional members~~

~~i) In the selection of regional members and alternate regional members, the following considerations should be taken into account:~~

~~A. for regions with one member and one alternate member, a rotation in the selection is recommended; and~~

~~B. for regions with more than one member and one alternate member, the selection should try to achieve a balanced representation (geopolitical, cultural, ecological);~~

~~ii) The regional candidatures should be officially submitted by the interested Parties through a governmental channel, at least 120 days before a meeting of the Conference of the Parties. These candidatures should be communicated to all the Parties of the region through the Secretariat;~~

~~iii) If more candidatures are submitted than there are positions available for any region, a vote should take place in a session of the Parties of that region to be held during the meeting of the Conference of the Parties. To be elected, a candidate should obtain an absolute majority (i.e. more than half the votes). Only the delegations duly accredited by the Conference should have the right to vote. The election should take place during the second week of the meeting; and~~

~~iv) The election of a member and of the alternate should take place at the end of the term of office of their predecessors, in accordance with the above-mentioned procedure, through successive votes during a single process; and~~

~~b) Timing of replacement of members and alternate members~~

~~i) The terms of office of the regional members and their alternates 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;~~

~~ii) For regions with one member and one alternate member, the selection should occur at every second meeting; and~~

~~iii) For regions with more than one member and one alternate member, to guarantee some continuity, not all members and alternate members should be changed at the same meeting;~~

Regarding financial arrangements

~~4. RESOLVES that:~~

~~a) The operational budget (CTL) of the Convention adopted by the Conference of the Parties should include the financial resources needed to support meetings of committees and associated eligible travel expenses;~~

~~b) committee members should make every effort to pay their own travel expenses;~~

~~c) the Secretariat shall make provision for the payment of travel expenses, in accordance with the Rules and Regulations of the United Nations, of eligible committee members from developing countries to attend meetings of their respective committees, and also for the payment of expenses for other travel undertaken by the committee Chairs at the request of the Conference of the Parties or the Standing Committee; and~~

d) the Secretariat should seek extra-budgetary funding to ensure that eligible members of the committees can attend and participate in the committees' work during meetings of the Conference of the Parties, and to support the holding of regional meetings, including, where possible, in association with regional seminars or other related meetings organized by the Secretariat;

Regarding support of the Secretariat

5. FURTHER RESOLVES that in addition to the functions conferred upon it by the Convention, the Secretariat shall provide services to the committees within the Resolutions, Decisions, and the costed programme of work adopted by the Conference of the Parties.

Regarding regional sessions at meetings of the Conference of the Parties

4.6. AGREES that:

a) ~~the regional sessions should be held at each meeting of the Conference of the Parties and such sessions should have an official character and should have an agenda. Proceedings should be prepared concerning the proposals and agreements dealt with;~~

b) the Chair of each regional session should be the representative of a regional Member of the Standing Committee; and

c) each region has specific tasks to fulfil, as follows:

~~i) selection, as if appropriate, of Parties as members and alternate members of the Standing Committee, which are Parties; ii) — selection of the experts as members and alternate members of the Animals and Plants Committees. In accordance with Annex 2 of this Resolution the members and alternate members of the Animals and Plants Committees are persons. The persons to be chosen should be experts in animals or plants in general and with regard to the region they are representing in particular and members of other relevant committees which may be established by the Conference of the Parties;~~

~~iii) ii) the regions with more than one member on a committee should decide the way the representation should be exercised until the next meeting of the Conference. This which should be reviewed at each meeting; and~~

~~iv) iii) other tasks depending to a large extent on the agenda of the meeting of the Conference of the Parties. The regional representatives, perhaps with the help of their alternates, should establish the agenda of the session before the session. This agenda should cover the points mentioned in subparagraphs i) and ii) and provide for discussion of the main items of the agenda of the meeting to be considered by the Conference of the Parties, at plenary sessions or at sessions of Committees I and II, in particular those of special interest to the region concerned; and~~

Regarding representation in the Animals and Plants Committees

~~5. RECOMMENDS that 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; and~~
- ~~e) Conflict of interest~~

Regarding Conflict of Interest in committees where the membership consists of individuals

~~7. AGREES that a "conflict of interest"¹ refers to any current financial interest which could significantly impair ~~thean~~ individual's impartiality, objectivity or independence in carrying out his or her duties as a member of ~~theCommittee~~ a committee. A candidate's employment by itself does not automatically constitute a conflict of interest. For committees where individuals are elected as members, such as the Animals Committee and Plants Committee, the following procedures apply:~~

- ~~i) a) Parties proposing candidates as members or alternate members are to request that, together with their names and *curriculae curricula vitae*, each candidate provides a Declaration of Interest which should be circulated to the Parties of the region concerned at least 120 days before the meeting of the Conference by the Parties at which the ~~representatives~~ members will be elected. In that declaration, the candidate should disclose any current financial interest that might call into question his or her impartiality, objectivity or independence in carrying out his or her duties as a member or alternate member of the committee;~~
- ~~ii) b) Following an election, the declaration of interest and the *curriculum vitae* of each Member and alternate Member shall be made available by the Secretariat to the Chair and the members of the committee concerned, and to the Chair of the Standing Committee; and~~
- ~~iii) c) Each Member shall, at the beginning of each meeting of the committee, declare any financial interests that he or she considers calls into question his or her impartiality, objectivity or independence regarding any subject on the agenda for that meeting of the ~~Committee~~. If a member has declared such an committee. A conflict of interest may also be identified by any credible source and brought to the attention of the Chair of the committee through the Secretariat. If a Member has such a financial interest, he or she may take part in discussions but not in the decision-making regarding the agenda item in question. If the Member is the subject of the potential conflict of interest, he or she shall not chair the meeting or sub-meeting for the agenda item in question; and~~
- ~~iv) When taking part in meetings or seminars outside the CITES framework, the members and alternate members should specify that their interventions are not made on behalf of the Committee or of any CITES body, unless specific instructions have been issued by the Committee to that effect;~~

Regarding regional communication and representation

~~6. RESOLVES that the Secretariat shall:~~

- ~~a) publish on the CITES website forthcoming deadlines relevant to the work of the Animals and Plants Committees;~~
- ~~b) explore funding options to ensure that the regional representatives and the nomenclature specialists of the Animals and Plants Committees from developing countries and countries with economies in~~

¹ *Conflict-of-interest policies in scientific assessment bodies typically make a distinction between "conflict of interest" and "bias", which refers to a point of view or perspective that is strongly held regarding a particular issue or set of issues.*

~~transition can attend the meetings of the Conference of the Parties and fully participate in the committees' work; and~~

- ~~c) seek funding to support the holding of regional meetings in association with regional seminars or other related meetings organized by the Secretariat. The regional representatives should prepare the agenda and chair the meeting; and~~

~~7.8. REPEALS Resolution Conf. 9.1 (Rev.) (Fort Lauderdale, 1994, as amended at Harare, 1997) –Establishment of committees.~~

Annex 1 Establishment Terms of Reference of the Standing Committee of the Conference of the Parties

Purpose

~~1. As the senior committee of the Conference of the Parties, CONSIDERING the important role that the Standing Committee plays an important role in steering the work and performance of the Convention in the periods between the meetings of the Conference of the Parties.~~

~~CONSIDERING the number of wildlife trade problems that occur between the South and the North, and the significant influence of the Standing Committee in deciding the status of the affected species listed in the Appendices;~~

~~CONSIDERING that skewed representation on the Standing Committee could cause unfair assessment in deciding issues of great concern to producer States; and~~

~~CONSIDERING the importance of ensuring that representation of regions in the Convention clearly reflects the participation of the Parties covered by each region;~~

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

~~1. RESOLVES to re-establish the Standing Committee of the Conference of the Parties, with the following terms of reference:~~

Functions

~~2. The Standing Committee, in accordance with instructions from and authority delegated by the Conference of the Parties in its Resolutions and Decisions, shall:~~

~~a) undertake the tasks directed by the Conference of the Parties, including those related to the handling of general and specific compliance matters;~~

~~b) provide general policy and general operational direction to the Secretariat concerning the implementation of the Convention;~~

~~b) c) provide guidance and advice to the Secretariat on the preparation of agendas and other requirements of meetings, and on any other matters brought to its attention by the Secretariat in the exercise of its function;~~

~~e) d) oversee, on behalf of the Parties, the development and execution of the Secretariat's budget as derived from the Trust Fund and other sources, and also all aspects of fund raising undertaken by the Secretariat in order to carry out specific functions authorized by the Conference of the Parties, and to oversee expenditures of such fund-raising activities;~~

~~e) implement and, as needed, review and revise the Memorandum of Understanding (MoU) between the Standing Committee and the United Nations Environment Programme;~~

~~e) f) provide coordination and advice as required to the other committees established by this Resolution and provide direction and coordination of its working groups established by either itself or the Conference of the Parties and subcommittees;~~

~~e) g) carry out, between one meeting of the Conference of the Parties and the next, such interim activities on behalf of the Conference as may be necessary of the Parties as may be necessary, including advising on emerging operational or policy issues identified by Parties or the Secretariat until direction on the matter is provided by the Conference of the Parties;~~

~~f) h) draft resolutions or decisions for consideration by the Conference of the Parties;~~

~~g) i) report to the Conference of the Parties on the activities it has carried out between meetings of the Conference;~~

~~h) j) act as the Bureau at meetings of the Conference of the Parties, until such time as the Rules of Procedure are adopted Bureau of the Conference of Parties for the specific meeting has been constituted; and~~

~~i) k) perform any other functions as may be entrusted to it by the Conference of the Parties;~~

~~2. DETERMINES:~~

~~a) the following principles for the composition of the Standing Committee:~~

~~i) the~~

Membership

~~3. The membership of the Standing Committee shall be elected by the Conference of the Parties and consist of:~~

~~A. a) regional Members are a Party or Parties elected from each of the six major geographic regions consisting of Africa, Asia, Central and South America and the Caribbean, Europe, North America and Oceania, according to the following criteria:~~

- ~~1. one representative for regions with up to 15 Parties;~~
- ~~2. two representatives for regions with 16 to 30 Parties;~~
- ~~3. three representatives for regions with 31 to 45 Parties; or~~
- ~~4. four representatives for regions with more than 45 Parties;~~

~~B. b) the Depository Government; and~~

~~C. c) the previous host Party of a meeting of the Conference of the Parties and the next host Party of a meeting of the Conference of the Parties.~~

~~ii) each Party elected as 4. Each regional Member shall also have an alternate member for a member described in subparagraph A, to be represented at meetings as a regional member regional Member who shall be entitled to represent the region as acting regional Member only in the absence of a representative of the regional Member for which it is the alternate; and.~~

~~iii) the membership of the Committee shall be reviewed at every regular meeting of the Conference of the Parties. The terms of office of the regional 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~~

~~5. When regions select their regional Members and alternate regional Members, the following is recommended:~~

~~a) for regions with one regional Member and one alternate regional Member, a rotation in the selection should be considered and, for regions with more than one regional Member and one alternate regional Member, the selection should try to achieve a balanced representation (geopolitical, cultural, ecological);~~

~~b) the regional candidatures should be officially submitted to the Secretariat by the Management Authority of the interested Parties, at least 120 days before a meeting of the Conference of the Parties. These candidatures should be communicated to all the Parties of the region by the Secretariat;~~

c) if more candidatures are submitted than there are positions available for any region, a vote should take place in a session of the Parties of that region to be held during the meeting of the Conference of the Parties. To be selected, a candidate should obtain an absolute majority (i.e. more than half the votes) of votes from the duly accredited Parties within the region present at the session; and

d) the selection of regional Members and alternate regional Members should take place at the end of the term of office of their predecessors, in accordance with the above-mentioned procedure, through successive votes during a single process.

6. The terms of office of the regional Members and their alternate regional Members shall commence at the close of the regular meeting of the Conference of the Parties at which they are elected and shall expire at the close of the second regular meeting thereafter. For regions with one regional Member and one alternate regional Member, the selection should occur at every second meeting. For regions with more than one regional Member and one alternate regional Member, to guarantee some continuity, not all members and alternate members should be changed at the same meeting.

7. The Standing Committee will have a Chair and a Vice-Chair elected by, and from amongst the regional Members. The terms of office of the Chair and Vice-Chair shall commence at the supplementary meeting held immediately after the close of the regular meeting of the Conference of the Parties at which they are elected and should normally expire at the close of the second regular meeting of the Conference of the Parties thereafter.

8. The membership of the Standing Committee shall be reviewed at every regular meeting of the Conference of the Parties.

b) that the Standing Committee shall adhere to the following procedures:

~~i) all Committee members may participate in Committee business but only the regional members or alternate regional members 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;~~

~~ii) the Chair, Vice Chair and any other necessary executive officers shall be elected by and from the regional members;~~

~~iii) if an extraordinary meeting of the Conference of the Parties is held between two regular meetings, the host Party of that meeting shall participate in the work of the Committee on matters related to the organization of the meeting;~~

~~iv) the Chairs of the technical committees shall be invited on a regular basis to the meetings of the Standing Committee;~~

~~v) Parties not members of the Committee shall be entitled to be represented at meetings of the Committee by an observer who shall have the right to participate but not to vote;~~

~~vi) the Chair may invite any person or a representative of any other country or organization to participate in meetings of the Committee as an observer without the right to vote; and~~

~~vii) the Secretariat shall inform all Parties of the time and venue of Standing Committee meetings; and~~

e) the following principles for the payment of travel expenses to members of the Standing Committee:

~~i) the Secretariat shall make provisions in its budget for the payment, if requested, of reasonable and justifiable travel expenses of one person representing each regional member, to attend each regular meeting of the Standing Committee (excluding those associated with a meeting of the Conference of the Parties) other than for representatives of developed countries;~~

~~ii) members should make every effort to pay their own travel expenses;~~

~~iii) the Chair of the Standing Committee may be refunded for all reasonable and justifiable travel expenses for travel undertaken on behalf of the Conference of the Parties, the Standing Committee, or the Secretariat; and~~

- ~~iv) travel arrangements for sponsored regional 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; and~~

~~3. RESOLVES that the duties of the regional representatives in the Standing Committee are as follows:~~

Duties of the regional Members of the Standing Committee

9. All committee members shall endeavour to participate in meetings of the Standing Committee.

~~a) regional representatives should~~ 10. Regional Members shall maintain a fluid and permanent communication with the Chair, alternate regional Members, Parties of their region and the Secretariat. b) Before the meetings of the Standing Committee, the regional Members should communicate with the alternate regional Members and Parties of their region regarding the items on the meeting agenda and request their opinions, preferably on matters specifically relevant to the countries or the region. Regional Members should also inform the alternate regional Members and Parties in their region of the results of the meeting.

~~11. At least two Regional meetings should take place between meetings of the Conference of the Parties, including one of which should be specifically to deal with proposals to be submitted to the Conference at its next meeting. The regional representatives~~ Members of the Standing Committee should convene these meetings; and, subject to the availability of funding.

~~e) 12. The regional representatives should report in detail on their activities, initiatives and achievements at the Members, assisted by the alternate regional Members, should establish the agenda of the regional sessions that are taking take place during meetings of the Conference of the Parties. The This agenda should consider selection of members for committees established by the Conference of the Parties, as well as discussion of the main items on the agenda of the meeting of the Conference of the Parties, in particular those of special interest to the region concerned. The regional Members and alternate regional Members should report in detail on their activities, initiatives and achievements at these regional sessions.~~

Meeting Procedures

13. Subject to confirmation of the necessary financial provisions by the Conference of the Parties, the Standing Committee shall normally hold two regular meetings between regular meetings of the Conference of the Parties. The Standing Committee shall also hold supplementary meetings immediately before and immediately after meetings of the Conference of the Parties, primarily for the purposes of making arrangements for the meeting of the Conference of the Parties and for organizing its own work, respectively.

14. Only the regional Members or acting regional Members 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.

15. Meetings of the Standing Committee will be open to observers, in accordance with the Rules of Procedure adopted by the Standing Committee. Parties not members of the Standing Committee shall be entitled to be represented at meetings of the Standing Committee, including at any closed session, by observers who shall have the right to participate but not to vote. The Chairs of any other committee established by the Conference of the Parties shall be invited on a regular basis to the meetings of the Standing Committee and may participate in meetings of the Standing Committee as observers without the right to vote. Other observers without the right to vote may also be admitted to participate in meetings of the Standing Committee.

16. If an extraordinary meeting of the Conference of the Parties is held between two regular meetings, the host Party of that meeting shall participate in the work of the Standing Committee on matters related to the organization of the meeting.

Financial Support

17. The Conference of the Parties determines the budget of the Secretariat, including the financial resources provided to support meetings of the Standing Committee and associated eligible travel expenses. One person representing each regional Member from a developing country is eligible to seek payment of travel expenses to attend each regular meeting of the Standing Committee.

Annex 2

Establishment Terms of Reference of the Animals and Plants Committees of the Conference of the 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;~~

~~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;~~

~~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 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;~~

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

Purpose

1. As the scientific advisory committees of the Conference of the Parties, the Animals and Plants Committees play an important role in providing scientific and technical expertise and advice for the implementation of a broad range of decisions adopted by the Conference of the Parties. This is evidenced in the adoption of Resolution Conf. 14.8 on the *Periodic Review of species included in Appendices I and II*, Resolution Conf. 12.8 on the *Review of Significant Trade in specimens of Appendix II species* and Resolution Conf. 12.11 on *Standard Nomenclature*, for example. Further, Parties have recognized the importance of making available the best technical and scientific advice regarding CITES-listed species from difference sources, origins and production systems, as well as the importance of assisting Parties in making non-detriment findings, and supporting their Scientific Authorities in accordance with Resolution Conf. 16.7 on *Non-detriment findings*. Parties have additionally recognized 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.

~~1. RESOLVES to re-establish the Animals and Plants Committees of the Conference of the Parties, with the following terms of reference:~~

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

Functions

2. The Animals and Plants Committee, in accordance with instructions from and authority delegated by the Conference of the Parties in its Resolutions and Decisions, shall:

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

- 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
 - iv) 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 on *Non-detriment findings*, and on management of quotas in the context of Resolution Conf. 14.7 on *Management of nationally established export quotas*;
- 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 and artificial propagation;

~~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:~~
 - ~~A. species names of animals and plants listed at the species level in the Appendices;~~
 - ~~B. generic names of animals and plants listed at the genus or family level in the Appendices; and~~
 - ~~C. family names of animals and plants listed at the family level in the Appendices;~~
- ~~iv) review the existing Appendices with regard to the correct use of zoological and botanical nomenclature;~~
- ~~v) upon request, provide advice to Parties concerning nomenclature issues related to 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;~~
- ~~e) 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 Depositary 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;~~
- ~~j)-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;~~
- ~~k)-h) perform any other functions that may be entrusted to them by the Conference of the Parties or the Standing Committee; and~~
- ~~l)-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.~~

~~2. AGREES that in 3. In giving instructions to the Animals and Plants Committees, the Conference of the Parties and the Standing Committee agree to 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. Parties when making requests in the context of paragraph 2 c), e) and f) should be mindful of the limited resources of the committees.

~~3. DETERMINES that:~~

~~— a) the~~

Membership

5. The membership of the Animals and Plants Committee shall be elected by the Conference of the Parties and consist of:

~~— i)a) a person chosen-selected by each of the major geographic regions consisting of North America and Oceania based on candidates nominated by Parties from these regions;~~

~~— ii)b) two persons chosen-selected by each of the major geographic regions consisting of Africa, Asia, Central and South America and the Caribbean, and Europe; and based on candidates nominated by Parties from these regions; and~~

~~— iii)c) a specialist on zoological nomenclature (Animals Committee) and a specialist on botanical nomenclature (Plants Committee) appointed-selected by the Conference of the their respective Committees based on candidates nominated by Parties who would be *ex-officio* and non-voting.~~

~~— b) each 6. One person chosen shall also be selected and elected as an alternate member for each of the members listed in paragraph 5a). Each person elected as an alternate member for a member described in paragraph a) i) or ii), shall be represented 5a) serves as an acting member at meetings as a regional member-only in the absence of the member for whom he/she is the alternate;~~

~~— c) the~~

7. 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;~~

~~— e) a~~

8. A chair and a vice-chair shall be elected by the Committee and shall normally serve until the close of the second regular meeting after being elected.

9. 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; and.

~~f) the Chair may invite any person or representative of any other country or organization to participate in meetings of the Committee as an observer;~~

10. Regarding nomination of candidates, the following guidelines should be implemented:

a) Parties proposing candidates as members or alternate members 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;

b) 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. In case of the nomenclature specialist, the names and their curricula vitae of the proposed candidates shall be circulated to the relevant committees;

- c) 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
- d) Proposed candidates should be persons; a Party should not be accepted as a proposed candidate even if it plans to identify a person at a later time.
11. Regarding the timing of replacement of regional members and alternate members, the procedure should be the same as that described above for the Standing Committee and:
- a) As alternate members are alternates of specified members, they should be elected at the same time as the members;
- b) If a region wishes to re-elect a member or alternate member, there is nothing to prevent it from doing so; and
- c) in the event that no nominations have been received before the deadline the incumbent shall remain, if so willing and able, as a representative until a replacement is elected.
12. In the event of a vacancy arising amongst the members or alternate members of a Committee between regular meetings of the Conference of the Parties, the following procedure shall apply:
- a) The Secretariat shall notify the vacancy to the Committee concerned, the Chair of the Standing Committee and the regional Member(s) of the Standing Committee from the region concerned (which may be all regions in the case of a nomenclature specialist).
- b) The Secretariat shall immediately issue a Notification to the Parties calling for nominations from Parties in the region or regions concerned for a person to fill the vacancy on an interim basis.
- c) The Secretariat shall provide the names and *curricula vitae* of the candidates received to the Standing Committee Regional Member(s) from the region concerned - or, in the case of a vacancy for a nomenclature specialist, to the Committee concerned - and to the Chair of the Standing Committee, who will decide on the person to fill the vacancy on an interim basis until the next regular meeting of the Conference of the Parties.
- d) At the next regular meeting of the Conference of the Parties the vacancy shall be filled in accordance with paragraph 6 a) of the present Annex. Nothing shall prevent the person appointed on an interim basis from being later proposed to fill the position.
- ~~4. RESOLVES that the duties of members elected by the regions of the Animals and Plants Committees and their alternates are as follows:~~

Duties of members of the Animals and Plants Committees

13. 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 persons should be identified in those countries.~~ 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.

~~5. FURTHER RESOLVES that the~~

~~14. 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.~~

~~6. 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;~~

Meeting Procedures

15. 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.

Financial Support

16. The Conference of the Parties determines the budget of the Secretariat, including the financial resources provided to support meetings of the Animals and Plants Committees and associated eligible travel expenses. Each member from a developing country and the nomenclature specialists are eligible to seek payment of travel expenses to attend each regular meeting of the Animals or Plants Committee.

~~7. URGES~~

17. Parties and regions ~~to are urged~~ utilize or develop long-term sustainable funding mechanisms to support their representatives in the Committees, including the nomenclature specialists; and

~~8. DIRECTS the Secretariat, to the extent possible, to provide funding from outside sources for the production costs of publications prepared by the Committees.~~

Conf. 11.1

(Rev. CoP18)*

Establishment of Committees

RECALLING Resolution Conf. 9.1 (Rev.), adopted by the Conference of the Parties at its ninth meeting (Fort Lauderdale, 1994) and amended at its 10th meeting (Harare, 1997), relating to the establishment of committees;

RECALLING the Preamble of the Convention, including its recognition that international cooperation is essential for the protection of certain species of wild fauna and flora against over-exploitation through international trade;

RECOGNIZING the importance of maintaining CITES species throughout their range at a level consistent with their role in the ecosystems;

ACKNOWLEDGING the increasing role of the Convention since its entry into force in 1975, including the growth in number of species listed on the CITES Appendices, the number of Parties, number of CITES trade transactions, and range of issues addressed by the Conference of the Parties;

REAFFIRMING the role of the CITES Conference of the Parties in setting the policy direction for the Convention and reiterating the importance of addressing the instructions of the Conference of the Parties;

RECOGNIZING the importance of providing guidance on steering the work and performance of the Convention between meetings of the Conference of the Parties;

STRESSING the importance of scientific advice and expertise to support the actions and policies adopted by the Conference of the Parties and aimed at fulfilling the purposes of the Convention;

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;

RECOGNIZING that aligning rules of procedure adopted by each committee established by the Conference of the Parties as far as practicable will help facilitate the operation of all CITES meetings;

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

Regarding the establishment of committees

1. ESTABLISHES the Standing Committee of the Conference of the Parties, which shall be the senior committee and shall report to the Conference of the Parties in accordance with its Terms of Reference as found in Annex 1 of this Resolution, and directs the Standing Committee to establish a Finance and Budget Subcommittee and specify its terms of reference;
2. ESTABLISHES the Animals Committee and the Plants Committee as its scientific advisory bodies, which shall report to the Conference of the Parties at its meetings and, if so requested, to the Standing Committee between meetings of the Conference of the Parties in accordance with their Terms of Reference as found in Annex 2 of this Resolution;
3. DECIDES that:
 - a) the Conference of the Parties shall elect the members of the committees established by this Resolution as set out in the annexes to this Resolution;

* Amended at the 12th, 13th, 14th, 16th, 17th and 18th meetings of the Conference of the Parties.

- b) the terms of reference for all committees established by the Conference of the Parties shall be included in annexes to this Resolution;
- c) committees established by the Conference of the Parties shall adopt their own Rules of Procedure, which shall be aligned with the Rules of Procedure of the Conference of the Parties as far as is practicable;
- d) any Party shall be entitled to be represented at meetings of the committees as an observer;
- e) the Conference of the Parties, and committees established by the Conference of the Parties may establish working groups with specific terms of reference as required to address specific problems. These working groups shall normally have a defined life span which shall not exceed the period until the next meeting of the Conference of the Parties, at which time they may be re-established if necessary. Working Groups shall report to the establishing body and should use the *Guidelines for improving species specific reporting requests by CITES working groups* and the *Template for species based reporting* as adopted and amended from time to time by the Standing Committee and distributed by the Secretariat;
- f) in addition to the Finance and Budget subcommittee, committees established by the Conference of the Parties may establish subcommittees composed of committee members and Parties, with specific terms of reference. Unless otherwise established by a Resolution or Decision of the Conference of the Parties, these subcommittees shall have a defined lifespan, which shall not exceed the period until the next meeting of the Conference of the Parties, at which time they may be re-established if necessary; and
- g) when attending events or meetings outside other than those called for by the Conference of the Parties, members and alternate members of committees established by the Conference of the Parties do not represent the relevant committee or any CITES body unless specific instructions to do so have been provided by the relevant committee Chair or by the Conference of the Parties;

Regarding financial arrangements

4. RESOLVES that:

- a) The operational budget (CTL) of the Convention adopted by the Conference of the Parties should include the financial resources needed to support meetings of committees and associated eligible travel expenses;
- b) committee members should make every effort to pay their own travel expenses;
- c) the Secretariat shall make provision for the payment of travel expenses, in accordance with the Rules and Regulations of the United Nations, of eligible committee members from developing countries to attend meetings of their respective committees, and also for the payment of expenses for other travel undertaken by the committee Chairs at the request of the Conference of the Parties or the Standing Committee; and
- d) the Secretariat should seek extra-budgetary funding to ensure that eligible members of the committees can attend and participate in the committees' work during meetings of the Conference of the Parties, and to support the holding of regional meetings, including, where possible, in association with regional seminars or other related meetings organized by the Secretariat;

Regarding support of the Secretariat

5. FURTHER RESOLVES that in addition to the functions conferred upon it by the Convention, the Secretariat shall provide services to the committees within the Resolutions, Decisions, and the costed programme of work adopted by the Conference of the Parties;

Regarding regional sessions at meetings of the Conference of the Parties

6. AGREES that:

- a) regional sessions should be held at each meeting of the Conference of the Parties; such sessions should have an official character and should have an agenda;

- b) the Chair of each regional session should be the representative of a regional Member of the Standing Committee;
- c) each region has specific tasks to fulfil, as follows:
 - i) selection, as appropriate, of Parties as members and alternate members of the Standing Committee, experts as members and alternate members of the Animals and Plants Committees, and members of other relevant committees which may be established by the Conference of the Parties;
 - ii) the regions with more than one member on a committee should decide the way the representation should be exercised until the next meeting of the Conference which should be reviewed at each meeting; and
 - iii) other tasks depending to a large extent on the agenda of the meeting of the Conference of the Parties; and
- d) The regional Members of the Standing Committee should report on the outcome of the regional session to the meeting of the Conference of the Parties;

Regarding Conflict of Interest in committees where the membership consists of individuals

7. AGREES that a “conflict of interest”² refers to any current financial interest which could significantly impair an individual’s impartiality, objectivity or independence in carrying out his or her duties as a member of a committee. A candidate’s employment by itself does not automatically constitute a conflict of interest. For committees where individuals are elected as members, such as the Animals Committee and Plants Committee, the following procedures apply:
 - a) Parties proposing candidates as members or alternate members are to request that, together with their names and *curricula vitae*, each candidate provides a Declaration of Interest which should be circulated to the Parties of the region concerned at least 120 days before the meeting of the Conference by the Parties at which the members will be elected. In that declaration, the candidate should disclose any current financial interest that might call into question his or her impartiality, objectivity or independence in carrying out his or her duties as a member or alternate member of the committee;
 - b) Following an election, the declaration of interest and the *curriculum vitae* of each Member and alternate Member shall be made available by the Secretariat to the Chair and the members of the committee concerned, and to the Chair of the Standing Committee; and
 - c) Each Member shall, at the beginning of each meeting of the committee, declare any financial interests that he or she considers calls into question his or her impartiality, objectivity or independence regarding any subject on the agenda for that meeting of the committee. A conflict of interest may also be identified by any credible source and brought to the attention of the Chair of the committee through the Secretariat. If a Member has such a financial interest, he or she may take part in discussions but not in the decision-making regarding the agenda item in question. If the Member is the subject of the potential conflict of interest, he or she shall not chair the meeting or sub-meeting for the agenda item in question; and
8. REPEALS Resolution Conf. 9.1 (Fort Lauderdale, 1994, as amended at Harare, 1997) – *Establishment of committees*.

² Conflict-of-interest policies in scientific assessment bodies typically make a distinction between “conflict of interest” and “bias”, which refers to a point of view or perspective that is strongly held regarding a particular issue or set of issues

Purpose

1. As the senior committee of the Conference of the Parties, the Standing Committee plays an important role in steering the work and performance of the Convention in the periods between the meetings of the Conference of the Parties.

Functions

2. The Standing Committee, in accordance with instructions from and authority delegated by the Conference of the Parties in its Resolutions and Decisions, shall:
 - a) undertake the tasks directed by the Conference of the Parties, including those related to the handling of general and specific compliance matters;
 - b) provide general policy and general operational direction to the Secretariat concerning the implementation of the Convention;
 - c) provide guidance and advice to the Secretariat on the preparation of agendas and other requirements of meetings, and on any other matters brought to its attention by the Secretariat in the exercise of its function;
 - d) oversee, on behalf of the Parties, the development and execution of the Secretariat's budget as derived from the Trust Fund and other sources, and all aspects of fund raising undertaken by the Secretariat in order to carry out specific functions authorized by the Conference of the Parties, and to oversee expenditures of such fund-raising activities;
 - e) implement and, as needed, review and revise the Memorandum of Understanding (MoU) between the Standing Committee and the United Nations Environment Programme;
 - f) provide coordination and advice as required to the other committees established by this Resolution and provide direction and coordination of its working groups and subcommittees;
 - g) carry out, between one meeting of the Conference of the Parties and the next, such interim activities on behalf of the Conference of the Parties as may be necessary, including advising on emerging operational or policy issues identified by Parties or the Secretariat until direction on the matter is provided by the Conference of the Parties;
 - h) draft resolutions or decisions for consideration by the Conference of the Parties;
 - i) report to the Conference of the Parties on the activities it has carried out between meetings of the Conference;
 - j) act as the Bureau at meetings of the Conference of the Parties, until such time as the Bureau of the Conference of Parties for the specific meeting has been constituted; and
 - k) perform any other functions as may be entrusted to it by the Conference of the Parties.

Membership

3. The membership of the Standing Committee shall be elected by the Conference of the Parties and consist of:
 - a) regional Members are a Party or Parties elected from each of the six major geographic regions consisting of Africa, Asia, Central and South America and the Caribbean, Europe, North America and Oceania, according to the following criteria:
 - i) one representative for regions with up to 15 Parties;

- ii) two representatives for regions with 16 to 30 Parties;
 - iii) three representatives for regions with 31 to 45 Parties; or
 - iv) four representatives for regions with more than 45 Parties;
- b) the Depositary Government; and
 - c) the previous host Party of a meeting of the Conference of the Parties and the next host Party of a meeting of the Conference of the Parties.
4. Each regional Member shall also have an alternate regional Member who shall be entitled to represent the region as acting regional Member only in the absence of the regional Member for which it is the alternate.
 5. When regions select their regional Members and alternate regional Members, the following is recommended:
 - a) for regions with one regional Member and one alternate regional Member, a rotation in the selection should be considered and, for regions with more than one regional Member and one alternate regional Member, the selection should try to achieve a balanced representation (geopolitical, cultural, ecological);
 - b) the regional candidatures should be officially submitted to the Secretariat by the Management Authority of the interested Parties, at least 120 days before a meeting of the Conference of the Parties. These candidatures should be communicated to all the Parties of the region by the Secretariat;
 - c) if more candidatures are submitted than there are positions available for any region, a vote should take place in a session of the Parties of that region to be held during the meeting of the Conference of the Parties. To be selected, a candidate should obtain an absolute majority (i.e. more than half the votes) of votes from the duly accredited Parties within the region present at the session; and
 - d) the selection of regional Members and alternate regional Members should take place at the end of the term of office of their predecessors, in accordance with the above-mentioned procedure, through successive votes during a single process.
 6. The terms of office of the regional Members and their alternate regional Members shall commence at the close of the regular meeting of the Conference of the Parties at which they are elected and shall expire at the close of the second regular meeting thereafter. For regions with one regional Member and one alternate regional Member, the selection should occur at every second meeting. For regions with more than one regional Member and one alternate regional Member, to guarantee some continuity, not all members and alternate members should be changed at the same meeting.
 7. The Standing Committee will have a Chair and a Vice-Chair elected by, and from amongst the regional Members. The terms of office of the Chair and Vice-Chair shall commence at the supplementary meeting held immediately after the close of the regular meeting of the Conference of the Parties at which they are elected and should normally expire at the close of the second regular meeting of the Conference of the Parties thereafter.
 8. The membership of the Standing Committee shall be reviewed at every regular meeting of the Conference of the Parties.

Duties of the regional Members of the Standing Committee

9. All committee members shall endeavour to participate in meetings of the Standing Committee.
10. Regional Members shall maintain a fluid and permanent communication with the Chair, alternate regional Members, Parties of their region and the Secretariat. Before the meetings of the Standing Committee, the regional Members should communicate with the alternate regional Members and Parties of their region regarding the items on the meeting agenda and request their opinions, preferably on matters specifically relevant to the countries or the region. Regional Members should also inform the alternate regional Members and Parties in their region of the results of the meeting.

11. Regional meetings should take place between meetings of the Conference of the Parties, including one specifically to deal with proposals to be submitted to the Conference at its next meeting. The regional Members of the Standing Committee should convene these meetings, subject to the availability of funding.
12. The regional Members, assisted by the alternate regional Members, should establish the agenda of the regional sessions that take place during meetings of the Conference of the Parties. This agenda should consider selection of members for committees established by the Conference of the Parties, as well as discussion of the main items on the agenda of the meeting of the Conference of the Parties, in particular those of special interest to the region concerned. The regional Members and alternate regional Members should report in detail on their activities, initiatives and achievements at these regional sessions.

Meeting Procedures

13. Subject to confirmation of the necessary financial provisions by the Conference of the Parties, the Standing Committee shall normally hold two regular meetings between regular meetings of the Conference of the Parties. The Standing Committee shall also hold supplementary meetings immediately before and immediately after meetings of the Conference of the Parties, primarily for the purposes of making arrangements for the meeting of the Conference of the Parties and for organizing its own work, respectively.
14. Only the regional Members or acting regional Members 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.
15. Meetings of the Standing Committee will be open to observers, in accordance with the Rules of Procedure adopted by the Standing Committee. Parties not members of the Standing Committee shall be entitled to be represented at meetings of the Standing Committee, including at any closed session, by observers who shall have the right to participate but not to vote. The Chairs of any other committee established by the Conference of the Parties shall be invited on a regular basis to the meetings of the Standing Committee and may participate in meetings of the Standing Committee as observers without the right to vote. Other observers without the right to vote may also be admitted to participate in meetings of the Standing Committee.
16. If an extraordinary meeting of the Conference of the Parties is held between two regular meetings, the host Party of that meeting shall participate in the work of the Standing Committee on matters related to the organization of the meeting.

Financial Support

17. The Conference of the Parties determines the budget of the Secretariat, including the financial resources provided to support meetings of the Standing Committee and associated eligible travel expenses. One person representing each regional Member from a developing country is eligible to seek payment of travel expenses to attend each regular meeting of the Standing Committee.

Purpose

1. As the scientific advisory committees of the Conference of the Parties, the Animals and Plants Committees play an important role in providing scientific and technical expertise and advice for the implementation of a broad range of decisions adopted by the Conference of the Parties. This is evidenced in the adoption of Resolution Conf. 14.8 on the *Periodic Review of species included in Appendices I and II*, Resolution Conf. 12.8 on the *Review of Significant Trade in specimens of Appendix II species* and Resolution Conf. 12.11 on *Standard Nomenclature*, for example. Further, Parties have recognized the importance of making available the best technical and scientific advice regarding CITES-listed species from different sources, origins and production systems, as well as the importance of assisting Parties in making non-detriment findings, and supporting their Scientific Authorities in accordance with Resolution Conf. 16.7 on *Non-detriment findings*. Parties have additionally recognized 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.

Functions

2. The Animals and Plants Committee shall, in accordance with instructions from and authority delegated by the Conference of the Parties in its Resolutions and Decisions:
 - 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
 - iv) 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 on Non-detriment findings, and on management of quotas in the context of Resolution Conf. 14.7 on Management of nationally established export quotas;
 - 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 and artificial propagation;

- 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. In giving instructions to the Animals and Plants Committees, the Conference of the Parties and the Standing Committee agree to 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. Parties when making requests in the context of paragraph 2 c), e) and f) should be mindful of the limited resources of the committees.

Membership

5. The membership of the Animals and Plants Committee shall be elected by the Conference of the Parties and consist of:
 - a) one person selected by each of the major geographic regions consisting of North America and Oceania based on candidates nominated by Parties from these regions;
 - b) two persons selected by each of the major geographic regions consisting of Africa, Asia, Central and South America and the Caribbean, and Europe based on candidates nominated by Parties from these regions; and
 - c) a specialist on zoological nomenclature (Animals Committee) and a specialist on botanical nomenclature (Plants Committee) selected by their respective Committees based on candidates nominated by Parties who would be *ex-officio* and non-voting.
6. One person shall also be selected and elected as an alternate member for each of the members listed in paragraph 5 above. Each person elected as an alternate member for a member described in paragraph 5 serves as an acting member at meetings only in the absence of the member for whom he/she is the alternate;
7. 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.
8. A chair and a vice-chair shall be elected by the Committee and shall normally serve until the close of the second regular meeting after being elected.
9. 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.
10. Regarding nomination of candidates, the following guidelines should be implemented:
 - a) Parties proposing candidates as members or alternate members 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;
 - b) 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. In case of the nomenclature specialist, the names and their curricula vitae of the proposed candidates shall be circulated to the relevant committees;
 - c) 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

- d) Proposed candidates should be persons; a Party should not be accepted as a proposed candidate even if it plans to identify a person at a later time.
11. Regarding the timing of replacement of regional members and alternate members, the procedure should be the same as that described above for the Standing Committee and:
- a) As alternate members are alternates of specified members, they should be elected at the same time as the members;
 - b) If a region wishes to re-elect a member or alternate member, there is nothing to prevent it from doing so; and
 - c) in the event that no nominations have been received before the deadline the incumbent shall remain, if so willing and able, as a representative until a replacement is elected.
12. In the event of a vacancy arising amongst the members or alternate members of a Committee between regular meetings of the Conference of the Parties, the following procedure shall apply:
- a) The Secretariat shall notify the vacancy to the Committee concerned, the Chair of the Standing Committee and the regional Member(s) of the Standing Committee from the region concerned (which may be all regions in the case of a nomenclature specialist);
 - b) The Secretariat shall immediately issue a Notification to the Parties calling for nominations from Parties in the region or regions concerned for a person to fill the vacancy on an interim basis.
 - c) The Secretariat shall provide the names and *curricula vitae* of the candidates received to the Standing Committee Regional Member(s) from the region concerned - or, in the case of a vacancy for a nomenclature specialist, to the Committee concerned - and to the Chair of the Standing Committee, who will decide on the person to fill the vacancy on an interim basis until the next regular meeting of the Conference of the Parties; and
 - d) At the next regular meeting of the Conference of the Parties the vacancy shall be filled in accordance with paragraph 5 of the present Annex. Nothing shall prevent the person appointed on an interim basis from being later proposed to fill the position.

Duties of members of the Animals and Plants Committees

13. 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.
14. 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.

Meeting Procedures

15. 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.

Financial Support

16. The Conference of the Parties determines the budget of the Secretariat, including the financial resources provided to support meetings of the Animals and Plants Committees and associated eligible travel expenses. Each member from a developing country and the nomenclature specialists are eligible to seek payment of travel expenses to attend each regular meeting of the Animals or Plants Committee.
17. Parties and regions are urged utilize or develop long-term sustainable funding mechanisms to support their representatives in the Committees, including the nomenclature specialists.