

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

Eleventh meeting of the Conference of the Parties
Gigiri (Kenya), 10-20 April 2000

Strategic and administrative matters

TERMS OF REFERENCE OF PERMANENT COMMITTEES

Background

1. This document has been prepared by the Secretariat.
2. The current terms of reference for the permanent committees are contained in Resolution Conf. 9.1 (Rev.). Directives regarding regional representation in the Standing, Animals and Plants Committees are contained in Decisions 10.3 and 10.4.
3. At its ninth meeting (Darwin, Australia, July 1999), the Plants Committee discussed various aspects of the responsibilities and duties of the members of the Committee.
4. A proposed list of duties of the members of the Plants Committee was provided to the Standing Committee at its 42nd meeting (Lisbon, Portugal, September/October 1999). See also document Doc. SC.42.8.
5. The Standing Committee accepted this document and requested the Secretariat to review the terms of reference of existing permanent committees and to submit proposals to the 11th meeting of the Conference of the Parties regarding their structure, remit and resources, consistent with the goals and objectives of the draft Strategic Plan, allowing sufficient flexibility for the operation of each Committee.
6. The Secretariat would like to note that the current Resolution on permanent committees, Resolution Conf. 9.1 (Rev.), was based on Resolution Conf. 6.1. The only amendments made to it since its adoption related to the regional representation in the Standing, Animals and Plants Committees. Other aspects of it have never been considered in detail since its adoption.
7. Annex 1 to this document contains the text of Resolution Conf. 9.1 (Rev.), with proposed deletions in ~~strike through~~ and **proposed changes or additions in bold**.
8. A draft of an amended resolution on permanent committees is included in Annex 2 to this document.
9. Drafts of related decisions are included in Annex 3 to this document.
10. A draft resolution on the Identification Manual (see paragraphs 63 to 69 below) is included in Annex 4 to this document.
11. The terms of reference of each committee, and the related elements in the above mentioned decisions are discussed for each committee separately below, in the sequence in which the committees appear in Resolution Conf. 9.1 (Rev.);

Preamble

12. Following the inclusion of specific provisions for the number of members for Standing, Animals and Plants Committees in Resolution Conf. 9.1 (Rev.), the third CONSIDERING no longer seems

necessary. In addition, the number of Parties in most of the regions has changed since the adoption of this Resolution.

Operative part

13. An amendment is proposed to paragraph g). See paragraph 39 below.

The Standing Committee

14. The Secretariat proposes only a few changes to the current Annex 1 of Resolution Conf. 9.1 (Rev).

15. Paragraph c) under 'Determines' deals with payment of travel expenses to members of the Standing Committee. Subparagraph iv) seems to suggest that the members can make their own travel arrangements, which is not the case. All provisions for travel of sponsored Committee members should in principle be made by the Secretariat. The Secretariat therefore proposes a new text to take this into account.

16. Because of this addition, subparagraph v) is no longer relevant, and can be deleted.

Decisions

17. The text of Decision 10.3 directed to the Parties is maintained unaltered. However, paragraphs D. and E. can be transferred to separate decisions, directed to the Standing Committee, because they do not directly refer to the regional representation itself. For the same reason, paragraph B. can be combined with paragraph D. (See Annex 3.)

The Animals Committee

18. The current terms of reference of the Animals Committee are included in Annex 2 to Resolution Conf 9.1 (Rev.).

19. Regarding amendments to paragraph ii) under 'Resolves', reference is made to the comments below on the terms of reference of the Identification Manual Committee (paragraphs 63 to 69).

20. Paragraph v) under 'Resolves' refers to an important task for the Animals Committee (and the Plants Committee): the regular review of the appendices. This independent evaluation process is carried out in close consultation with the range States concerned.

21. As the Depositary Government, Switzerland has agreed to submit amendment proposals resulting from the review of the appendices to the Conference of the Parties, on behalf of the Animals or Plants Committee.

22. As is clear from some of the comments included in document Doc. 11.59.1, range States do not always agree with the conclusions of the Committee (in this case the Plants Committee), sometimes for reasons not relevant to the criteria for the amendment of the appendices.

23. When a range State objects to a proposal originating from the review of the appendices, Switzerland, justifiably, withdraws the proposal.

24. This means that the Conference of the Parties, having instructed the Animals and Plants Committees to carry out the review by applying the criteria of Resolution Conf. 9.24 [cf. Decision 10.89, paragraph b)], is not in a position to decide on the appropriate actions resulting from the work of the committees.

25. It should therefore be made evident to the range States concerned and to the Conference of the Parties that Switzerland is not submitting the proposals on its own behalf, but rather on behalf of the Animals and Plants Committees, which are under instruction from the Conference of the Parties.

26. The Secretariat therefore proposes to add an extra sub-paragraph D. that reads: preparing and submitting amendment proposals resulting from the review, through the Depositary Government, for

consideration at the meetings of the Conference of the Parties. Once submitted, these proposals shall be decided upon by the Conference of the Parties, unless the Chairman of the Committee and the range State(s) concerned agree to their withdrawal.

27. Paragraph ix) under 'Resolves' instructs the Animals Committee to perform any other functions that may be entrusted to it by the Conference of the Parties or the Standing Committee. Although the Secretariat does not propose changes to this paragraph, it would like to make some observations regarding this paragraph.
28. The Animals Committee, and like-wise the Plants Committee, are intended to be scientific committees and members should be elected on the basis of their scientific knowledge and expertise.
29. The Animals Committee should therefore not necessarily be asked to deal with administrative issues such as registration of captive-breeding operations, the use of microchips, tagging of crocodile skins or sturgeon products and procedures for ranching operations. Having to deal with these in Committee meetings is time consuming and reduces the time and resources available to the Committee to carry out its other tasks, such as the review of significantly traded species or the review of the appendices. The other issues should have been dealt with by the Secretariat, with it being obliged to report to the next meeting of the Conference of the Parties (or the Standing Committee as appropriate). (See also the comments of the Chairman in paragraph 5 of document Doc. 11.11.1.)
30. Objectives 1.7.1, 2.3.1 and 2.3.2 of the draft Action Plan for the Convention (Annex 2 to document Doc. 11.12.2) refer to the need to provide various forms of assistance to Scientific Authorities, with action proposed by the Secretariat in consultation with the Animals and Plants Committees. Document Doc. 11.40 contains a programme of work proposed by the Secretariat to assist Scientific Authorities with the making of non-detriment findings.
31. The Secretariat therefore recommends that a new task element be included for the Animals and Plants Committees with the following text: 'Co-operate with the Secretariat on the implementation of its programme of work to assist Scientific Authorities'.
32. Objective 1.7.2 of the same draft Action Plan refers to the development of regional directories that list the botanists and zoologists in each region who are experts in CITES species. Because the availability of this type of information is important to promote scientific co-operation and exchange in a region, a reference to this has also been included in the terms of reference for the Animals Committee.
33. See paragraphs 46 and 47 below with regard to other elements derived from the draft Action Plan for the Convention.
34. Regarding the part of the terms of reference under 'Determines', the Secretariat recommends that the current paragraphs c) and d) be switched. Thus, the provisions to elect the Chairman come before the option for the Chairman to invite non-Party observers.
35. The current paragraph b) allows Parties to be represented at meetings by an observer. The original intention of this text was to mean one observer. If the intention was to allow more observers per Party the text would have been 'as an observer'.
36. A similar rule exists with regard to the Standing Committee and the Plants Committee, but it has never been complied with. More and more observer Parties have the tendency to participate in these meetings with delegations of more than one person, sometimes up to four delegates. As a consequence, larger and larger meeting rooms are required, which is not always easy and incurs higher expenses.
37. The Secretariat recommends that this rule be changed to allow not more than two observers per Party.
38. The current paragraph c) (new paragraph d) under 'Determines' provides for the Chairman to invite observers from non-Parties and any organization. The Chairmen of Animals and Plants Committees

have interpreted this in a manner such that any organization requesting to participate will receive an invitation. The Animals Committee has traditionally limited this to one observer per organization. An appropriate amendment has been proposed.

39. The terms of reference of the Standing Committee contain provisions for financial support to regional members to attend one meeting each year. Although not specifically mentioned in Resolution Conf. 9.1 (Rev.), similar support has been provided to the members of the Animals and Plants Committees. It is proposed to insert a specific reference to such support under a second 'Determines' in the terms of reference of the Animals and Plants Committees. Paragraph g) of the operative part has been amended accordingly.
40. Regarding the budget and duties of the members see paragraphs 65-58 and 61-62 below.
41. See paragraphs 59-60 below, for the final conclusions on the terms of reference for the Animals Committee.

Decisions

42. Decision 10.4, paragraph B.b) says that, for regions with two members, the two members should not be replaced at the same time. This implies that members are selected for two consecutive periods between meetings of the Conference of the Parties. A paragraph to that effect, similar to the one already applicable to the Standing Committee, has been included in the terms of reference of the Animals Committee (and applies also to the Plants Committee).
43. Decisions 10.79 to 10.82 deal with the implementation of Resolution Conf. 8.9. These will be discussed in the documentation prepared for the related agenda item. (See document Doc. 11.41.2.)

The Plants Committee

44. The current Terms of Reference of the Plants Committee are included in Annex 3 of Resolution Conf. 9.1 (Rev.)
45. Comments on paragraphs ii), iii), v), vi), vii), viii), ix), xi) and xii) are the same as those made for the corresponding paragraphs in the terms of reference of the Animals Committee. Only the three paragraphs that are different are discussed here.
46. The paragraph i) under 'Resolves' indicates that the Plants Committee shall:

provide advice and guidance to the Conference of the Parties, the other Committees, working groups and the Secretariat, on all aspects relevant to international trade in plant species included in the appendices, which may include proposals to amend the appendices.
47. This covers many of the elements of the draft Action Plan for the Convention, contained in Annex 2 to document Doc.11.12.2. The Secretariat therefore recommends that it be maintained and also be included in the terms of reference for the Animals Committee.
48. The paragraph iv) under 'Resolves' indicates that the Plants Committee shall:

assist and advise Parties in the preparation of publicity material for plants included in the appendices to the Convention.
49. Although informing the public about CITES is very important, there is no reason to give this responsibility to the Plants Committee only, and not to the Animals Committee. There are also budgetary aspects related to this task, for which no provisions have been made.
50. Discussion in the Plants Committee has demonstrated that, despite the will to carry out this task, it is difficult to find people who have the time and resources to do the job. A solution could be to replace this part of the terms of reference with a Decision, directed to the Secretariat, to draft a programme of work to develop publicity materials for plants and animals included in the appendices, to submit this with a budget estimate for approval to the next meeting of the Standing Committee,

which also has to decide whether funds should be made available from the draw-down from the Trust Fund or whether the work should be funded from external sources. A draft decision to this effect has been included in Annex 3 to this document.

51. Paragraph x) under 'Resolves' indicates that the Plants Committee shall:

serve, if so requested by the Conference of the Parties, as a plants working group.

52. The origin of this particular task dates back to the time when a Plants Working Group was created to deal with all relevant plant issues in between meetings of the Conference of the Parties. This working group was abolished with the adoption of Resolution Conf. 6.1, now replaced by Resolution Conf. 9.1 (Rev.)

53. When such a working group was established, e.g. at the seventh meeting of the Conference of the Parties, most of the Parties present at that meeting were not involved in the discussion of plant issues, and were only presented the outcome of the deliberations in the working group. Also, at the meetings of the Conference of the Parties, it was rare that all members and/or alternate members of the Committee were present, and the plants working group would not contain the complete membership of the Plants Committee.

54. Because Rule 5, paragraph 3, of the Rules of Procedure of the Conference of the Parties (see document Doc. 11.1) already provides for the possibility of creating working groups for particular issues, it is no longer necessary to maintain this in the Terms of Reference of the Plants Committee. The reference has therefore been deleted in the proposed draft resolution in Annex 2.

55. Regarding financial support to regional members, see paragraph 39 above.

56. The Plants Committee, at its ninth meeting (Darwin, Australia, June 1999), identified the need for more support from Parties to allow the regional representatives and their alternates to complete their assigned tasks. (This equally applies to the Animals Committee.)

a) Although chosen by the Parties of their region, most regional representatives and their alternates receive little if any financial support to carry out their duties, other than the use of office, mail and phone facilities. For many of them there is no financial support for travel to Committee meetings, which is consequently covered from the Plants Committee's budget in the CITES Trust Fund. (See also paragraph 39 above.)

b) The members of the Committee also recognized the need for regional meetings. However, funding to organize such meetings is not available, nor are allocations made in the Plants Committee's budget.

57. A paragraph on the issues referred to in paragraph 56.a) above has been added to the draft decision regarding the representation in the Animals and Plants Committees.

58. The Plants Committee therefore requested the Standing Committee, at its 42nd meeting (Lisbon, Portugal, September 1999) to recommend to the Conference of the Parties at its 11th meeting to make financial allocations to facilitate the work of the members of the Committee. (See also document Doc. 11.10.3.)

59. Paragraph a) under 'Determines' contradicts what is said in paragraph 58 above, and should therefore be deleted. In any case, the Conference of the Parties will always make the final decision on the size of the budget of the Plants Committee (and the Animals Committee).

60. If the proposed amendments are accepted, the terms of reference for the Animals and Plants Committees are the same, with one exception: the Animals Committee has to deal with the transport of live Animals. In the proposed draft resolution, the Secretariat has therefore combined the terms of reference of the Animals Committee and the Plants Committee into one Annex, with one separate 'Resolves' relating to the Animals Committee that deals with the issue of the transport of live Animals.

Decisions

61. The Plants Committee has identified a need for a detailed list of the duties of members, because:
- a) the members and their alternates need to know what their tasks are;
 - b) the Parties or institutions supporting the members or their alternates need to be aware of the possible financial implications; and
 - c) a list of duties will facilitate estimation of time and costs, relevant for possible fund-raising.
62. The list of duties has been included in a draft decision, directed to the Animals and Plants Committees, and is included in Annex 3 to this document.

The Identification Manual Committee

63. The Identification Manual Committee, first established in 1977, is one of the oldest Committees serving the Parties to the Convention.
64. The Secretariat is very grateful to Dr P. Dollinger who, as Chairman of the Identification Manual Committee until the sixth meeting of the Conference of the Parties, put a large amount of time and effort into the development of the Identification Manual.
65. However, for 11 years, from the sixth meeting of the Conference of the Parties until the 10th, the Committee was without members (and consequently without a Chairman). All the work required to continue with the production of the Identification Manual was done by the Secretariat, with the help of consultants and contributions from various Parties of funds or Identification Manual sheets. As is clear from the reports the Secretariat presented at the various meetings of the Conference of the Parties, the work required was done and the Identification Manual continued to grow steadily. Many of the tasks mentioned in the terms of reference of the Committee were, and are still, handled by the Secretariat.
66. At its 10th meeting, the Conference of the Parties nominated a Chairman and a Vice-Chairman, although this procedure was not in accordance with the provisions of paragraph d) under RESOLVES in Annex 4 to Resolution Conf. 9.1 (Rev.).
67. In response to Notification to the Parties No. 1001 of 19 December 1997, seeking the names of persons who might be willing to serve on the Committee, only the Management Authority of Switzerland provided two members, bringing the total membership to four.
68. Notwithstanding the efforts by the current Chairman and Vice-Chairman, the development of the Identification Manual Committee does not seem to have progressed. It is understood, of course, that by its very nature, the task of producing a publication is not easy to deal with in a committee made up of volunteer members.
69. Because most of the tasks of the Identification Manual Committee can be handled by the Secretariat, with some specific responsibilities delegated to the Animals and Plants Committees, the Secretariat recommends that this would be a preferable approach to the production of the Identification Manual. The Secretariat therefore proposes that the Identification Manual Committee be abolished, and its tasks be handled in the following manner:
- a) The tasks outlined in paragraphs a) ii)-iv) and vi), and d) under 'Resolves' and the task under 'Directs' be contained in a resolution directing the Secretariat to do this work. A draft resolution on this subject has been included in Annex 4.
 - b) The relevant part of paragraph a)vi) under 'Resolves', and what is referred to under 'Appeals' and 'Requests' should be included in the same Resolution as it contains the recommendations to the Parties.

- c) The paragraph in the terms of reference of the Animals and Plants Committees regarding the Identification Manual should be amended to contain the relevant element of the paragraph a)v) under 'Resolves'.

The Nomenclature Committee

70. The terms of reference of the Nomenclature Committee are contained in Annex 5 to Resolution Conf. 9.1 (Rev.)
71. This Committee is also one with a voluntary membership [see paragraph b) under Resolves] but unlike the Identification Manual Committee, its role can not be fulfilled by existing bodies
72. At the 10th meeting of the Conference of the Parties a Chairman was nominated by the Conference of the Parties, although this procedure was not in accordance with the provisions of paragraph d) under RESOLVES. The Secretariat therefore recommends that the first part of that paragraph be amended to read: 'The Conference of the Parties shall nominate a Chairman and a Vice-Chairman, of which one etc.,
73. In paragraph c) the part 'Nomenclature Committee shall establish two subcommittees' should be changed to 'Nomenclature Committee shall comprise two subcommittees'.
74. It has become a routine for the Nomenclature Committee to report to the Conference of the Parties. Paragraph e) should therefore be amended accordingly.
75. If the amendments proposed above are adopted, the sequence of the paragraphs in Annex 5 of Resolution Conf. 9.1 (Rev.) should be re-arranged as follows: a), c), d), e), b).

DRAFT RESOLUTION OF THE CONFERENCE OF THE PARTIES

Establishment of Committees

RECALLING Resolutions Conf. 6.1 and Conf. 7 adopted by the Conference of the Parties at its sixth and seventh) meetings (Ottawa, 1987; Lausanne 1989), **and Resolution Conf. 9.1, adopted at the ninth meeting (Fort Lauderdale, 1994) and amended at the 10th meeting (Harare, 1997)** relating to the establishment of Committees;

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

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

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;

RESOLVES that:

- a) there shall be a permanent Standing Committee of the Conference of the Parties, which shall be the senior Committee, and shall report to the Conference of the Parties;
- b) there shall be an Animals Committee, a Plants Committee, ~~an Identification Manual Committee~~ and a Nomenclature Committee, 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;
- c) the Conference of the Parties may appoint additional committees as the need arises;
- d) the Conference of the Parties or the Standing Committee may appoint working groups with specific Terms of Reference as required to address specific problems. These working groups shall have a defined lifespan which shall not exceed the period until the next meeting of the Conference of the Parties, at which time it may be renewed if necessary. They shall report to the Conference of the Parties and, if so requested, to the Standing Committee;
- e) the Rules of Procedure to be adopted by the Standing Committee shall apply to other committees as far as is practicable;
- f) regional representatives shall be elected by the Conference of the Parties as members of the Standing Committee;
- g) to the extent possible, the Secretariat shall make provision for the payment, if requested, of reasonable and justifiable travel expenses of members of the Standing Committee, **the Animals Committee and the Plants Committee**;
- h) all committees established by the Conference of the Parties shall be listed in Annexes to this Resolution; and
- i) the Secretariat shall, upon request by a committee chairman, provide secretarial services when such services can be met within the approved budget of the Secretariat; and

REPEALS ~~the Resolution listed hereunder:~~

- ~~a) Resolution Conf. 6.1 (Ottawa, 1987) — Establishment of Committees; and~~
- ~~b) Resolution Conf. 7.1 (Lausanne, 1989) — Membership of the Standing Committee.~~

Resolution Conf. 9.1. (Rev.) (Fort Lauderdale, 1994; amended Harare, 1997) – Establishment of Committees.

ANNEX 1

Establishment of the Standing Committee of the Conference of the Parties

CONSIDERING the important role that the Standing Committee plays 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 the existing imbalance in the regional representation in the Standing Committee, in that four regions include between 24 and 47 Parties, while two regions include three or four Parties;~~

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

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

RESOLVES to re-establish the Standing Committee of the Conference of the Parties, **with the following terms of reference** and ~~to establish Terms of Reference as follows:~~

within the policy agreed to by the Conference of the Parties, the Standing Committee shall:

- a) provide general policy and general operational direction to the Secretariat concerning the implementation of the Convention;
- b) provide guidance and advice to the Secretariat on the preparation of agendas and other requirements of meetings, and on any other matters brought to it by the Secretariat in the exercise of its function;
- c) 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;
- d) provide co-ordination and advice as required to other Committees and provide direction and co-ordination of working groups established by either itself or the Conference of the Parties;
- e) 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;
- f) draft resolutions for consideration by the Conference of the Parties;
- g) report to the Conference of the Parties on the activities it has carried out between meetings of the Conference;
- h) act as the Bureau at meetings of the Conference of the Parties, until such time as the Rules of Procedure are adopted; and
- i) perform any other functions as may be entrusted to it by the Conference of the Parties;

DETERMINES:

- a) the following principles for the composition of the Standing Committee:
 - i) the membership of the Standing Committee shall consist of:
 - A. a Party or Parties elected from each of the six major geographic regions consisting of Africa, Asia, Europe, North America, South and Central America and the Caribbean, and Oceania, according to the following criteria:
 - a) one representative for regions with up to 15 Parties;
 - b) two representatives for regions with 16 to 30 Parties; or
 - c) three representatives for regions with more than 30 Parties;
 - B. the Depositary Government;
 - C. the ~~previous~~ **past** host Party and the next host Party; and
 - D. each Party elected as an alternate member for a member described in paragraph A, to be represented at meetings as a regional member only in the absence of a representative of the member for which it is the alternate; and
 - ii) 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;
- 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 Chairman, Vice-Chairman 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) 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;
 - v) the Chairman may invite any person or representative of any other country or organization to participate in meetings of the Committee as an observer without the right to vote; and
 - vi) the Secretariat shall inform all Parties of the time and venue of Standing Committee meetings; and
- c) 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 payments, if requested, of reasonable and justifiable travel expenses of one person representing each regional member, to attend one Standing Committee meeting per calendar year;
 - ii) members should make every effort to pay their own travel expenses;

- iii) the Chairman 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 thirty days from the completion of the travel. ~~and~~
- v) ~~refunds may be provided in US dollars or Swiss francs.~~

ANNEX 2

Establishment 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, South and Central America and Asia, 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;

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

RESOLVES to re-establish the Animals **and Plants** Committees of the Conference of the Parties, **with the following terms of reference** ~~and to establish Terms of Reference as follows:~~

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

provide advice and guidance to the Conference of the Parties, the other Committees, working groups and the Secretariat, on all aspects relevant to international trade in species included in the appendices, which may include proposals to amend the appendices;

i) assist the Nomenclature Committee in the development and maintenance of a standardized list of ~~animal or plant~~ **species** names;

ii) 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** ~~Identification Manual Committee in the preparation of an identification manual on animal species;~~

co-operate with the Secretariat on the implementation of its programme of work to assist Scientific Authorities;

develop regional directories that list the botanists and zoologists in each region who are experts in CITES-listed species;

iii) establish a list of those animal taxa included in Appendix II ~~which~~ **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:

A. exclude all species for which there is adequate information to conclude that trade is not having a significant detrimental effect on their populations;

B. formulate recommendations for remedial measures for those species for which trade is believed to be having a detrimental effect; and

- C. 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;
- ~~iv)~~ 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;
- ~~v)~~ undertake a periodic review of animal species included in the CITES appendices by:
 - A. establishing a schedule for reviewing the biological and trade status of these species;
 - B. identifying problems or potential problems concerning the biological status of species being traded;~~and~~
 - C. informing the Parties of the need to review specific species, and assisting them in such reviews; **and**
 - D. preparing and submitting amendment proposals resulting from the review, through the Depository Government, for consideration by the meetings of the Conference of the Parties. Once submitted, these proposals shall be decided upon, unless the Chairman of the Committee and the range State(s) concerned agree to their withdrawal;**
- ~~vi)~~ make available advice on management techniques and procedures for range States requesting such assistance;
- ~~vii)~~ draft resolutions on ~~animal~~ matters **related to animals or plants**, for consideration by the Conference of the Parties;
- ~~viii)~~ ~~deal with the transport of live animals;~~
- ~~ix)~~ perform any other functions that may be entrusted to ~~it~~ **them** by the Conference of the Parties or the Standing Committee; and
- ~~x)~~ report to the Conference of the Parties and, if so requested, to the Standing Committee, on the activities ~~it has~~ **they have** carried out or supervised between meetings of the Conference;

RESOLVES further that the Animals Committee shall also deal with issues related to the transport of live animals;

DETERMINES that:

- a) the membership of the **Animals and Plants** Committees shall consist of:
 - i) a person chosen by each of the major geographic regions consisting of North America and Oceania;
 - ii) two persons chosen by each of the major geographic regions consisting of Africa, Asia, Europe and South and Central America and the Caribbean;~~and~~
 - iii) each person chosen as an alternate member for a member described in sub-paragraph i) or ii), to be represented at meetings as a regional member only in the absence of a representative of the member for which it is the alternate; **and**
 - iv) 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;**
- b) **any Party** shall be entitled to be represented at meetings of the Committee by **not more than two** ~~an~~ observers;

- c) a Chairman and a Vice-Chairman shall be elected by the Committee; **and**
- d) the Chairman may invite any person or representative of any other country or organization to **be represented at** ~~participate in~~ meetings of the Committee **by one** ~~as an~~ observer;
- e) ~~the provisions of paragraph a) shall not have any new financial implications to the Trust Fund in addition to those agreed prior to the ninth meeting of the Conference of the Parties; and~~

DETERMINES further the following principles for the payment of travel expenses to regional members of the Animals or Plants Committee:

- a) the Secretariat shall make provisions in its budget for the payments, if requested, of reasonable and justifiable travel expenses of regional members, to attend one Committee meeting per calendar year;
- b) members should make every effort to pay their own travel expenses; and
- c) 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 thirty days from the completion of the travel; and

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

NOTE: Annexes 3 and 4 are deleted.

ANNEX 53

Establishment of the Nomenclature Committee of the Conference of the Parties

RECOGNIZING that biological nomenclature of species may differ from country to country;

NOTING that such biological nomenclature is not static;

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 ~~appendices~~ **the nomenclature used in the appendices**;

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

RESOLVES:

- a) to re-establish the Nomenclature Committee of the Conference of the Parties, **with the following terms of reference** and ~~to establish Terms of Reference as follows~~:

within the policy agreed to by the Conference of the Parties, the Nomenclature Committee shall:

- 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, 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 plant names and synonyms be:
 - A. species names of plants listed at the species level in the appendices;
 - B. generic names of plants listed at the genus or family level in the appendices; and
 - C. family names of 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 from the Secretariat, review proposals to amend the appendices to ensure that correct names for the species and other taxa in question are used;
 - vi) ensure that changes in nomenclature recommended by a Party do not alter the scope of protection of the taxon concerned; and
 - vii) make recommendations on nomenclature to the Conference of the Parties, other Committees, working groups and the Secretariat;
- b) that the membership of the Nomenclature Committee shall be on a voluntary basis;
- c) that the Nomenclature Committee shall **comprise** ~~establish~~ two subcommittees, one to address nomenclatural issues for animal taxa and the other for plant taxa;

- d) that the **Conference of the Parties shall nominate** ~~Committee shall elect its own~~ a Chairman and a Vice-Chairman, of which one shall be a zoologist, who shall chair the Animals Subcommittee, and the other shall be a botanist, who shall chair the Plants subcommittee; and
- e) that the Chairman and Vice-Chairman of the Nomenclature Committee shall co-ordinate and monitor the input needed from specialists in fulfilling the responsibilities assigned by the Parties and report ~~annually~~ on the progress of the respective Subcommittees to **each meeting of the Conference of the Parties** ~~the Standing Committee~~; and

DIRECTS the Secretariat, to the extent possible, to provide funding from outside sources to cover the production costs of publications prepared by the Committee.

DRAFT RESOLUTION OF THE CONFERENCE OF THE PARTIES

Establishment of Committees

RECALLING Resolutions Conf. 6.1 and Conf. 7 adopted by the Conference of the Parties at its sixth and seventh) meetings (Ottawa, 1987; Lausanne 1989), and Resolution Conf. 9.1, adopted at the ninth meeting (Fort Lauderdale, 1994) and amended at the 10th meeting (Harare, 1997) relating to the establishment of Committees;

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

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

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;

RESOLVES that:

- a) there shall be a permanent Standing Committee of the Conference of the Parties, which shall be the senior Committee, and shall report to the Conference of the Parties;
- b) there shall be an Animals Committee, a Plants Committee and a Nomenclature Committee, 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;
- c) the Conference of the Parties may appoint additional committees as the need arises;
- d) the Conference of the Parties or the Standing Committee may appoint working groups with specific Terms of Reference as required to address specific problems. These working groups shall have a defined lifespan which shall not exceed the period until the next meeting of the Conference of the Parties, at which time it may be renewed if necessary. They shall report to the Conference of the Parties and, if so requested, to the Standing Committee;
- e) the Rules of Procedure to be adopted by the Standing Committee shall apply to other Committees as far as is practicable;
- f) regional representatives shall be elected by the Conference of the Parties as members of the Standing Committee;
- g) to the extent possible, the Secretariat shall make provision for the payment, if requested, of reasonable and justifiable travel expenses of members of the Standing Committee, the Animals Committee and the Plants Committee;
- h) all Committees established by the Conference of the Parties shall be listed in Annexes to this Resolution; and
- i) the Secretariat shall, upon request by a Committee Chairman, provide secretarial services when such services can be met within the approved budget of the Secretariat; and

REPEALS Resolution Conf. 9.1. (Rev.) (Fort Lauderdale, 1994; amended Harare, 1997) – Establishment of Committees.

ANNEX 1

Establishment of the Standing Committee of the Conference of the Parties

CONSIDERING the important role that the Standing Committee plays 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;

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

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

within the policy agreed to by the Conference of the Parties, the Standing Committee shall:

- a) provide general policy and general operational direction to the Secretariat concerning the implementation of the Convention;
- b) provide guidance and advice to the Secretariat on the preparation of agendas and other requirements of meetings, and on any other matters brought to it by the Secretariat in the exercise of its function;
- c) 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;
- d) provide co-ordination and advice as required to other Committees and provide direction and co-ordination of working groups established by either itself or the Conference of the Parties;
- e) 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;
- f) draft resolutions for consideration by the Conference of the Parties;
- g) report to the Conference of the Parties on the activities it has carried out between meetings of the Conference;
- h) act as the Bureau at meetings of the Conference of the Parties, until such time as the Rules of Procedure are adopted;
- i) perform any other functions as may be entrusted to it by the Conference of the Parties;

DETERMINES:

- a) the following principles for the composition of the Standing Committee:
 - i) the membership of the Standing Committee shall consist of:
 - A. a Party or Parties elected from each of the six major geographic regions consisting of Africa, Asia, Europe, North America, South and Central America and the Caribbean, and Oceania, according to the following criteria:
 - a) one representative for regions with up to 15 Parties;
 - b) two representatives for regions with 16 to 30 Parties; or
 - c) three representatives for regions with more than 30 Parties;
 - B. the Depositary Government;
 - C. the previous host Party and the next host Party; and
 - D. each Party elected as an alternate member for a member described in paragraph A, to be represented at meetings as a regional member only in the absence of a representative of the member for which it is the alternate; and
 - ii) 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;
- 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 Chairman, Vice-Chairman 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) 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;
 - v) the Chairman may invite any person or representative of any other country or organization to participate in meetings of the Committee as an observer without the right to vote; and
 - vi) the Secretariat shall inform all Parties of the time and venue of Standing Committee meetings; and
- c) 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 payments, if requested, of reasonable and justifiable travel expenses of one person representing each regional member, to attend one Standing Committee meeting per calendar year;
 - ii) members should make every effort to pay their own travel expenses;

- iii) the Chairman 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 thirty days from the completion of the travel.

ANNEX 2

Establishment 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, South and Central America and Asia, 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;

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

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:

- a) provide advice and guidance to the Conference of the Parties, the other Committees, working groups and the Secretariat, on all aspects relevant to international trade in plant species included in the appendices, which may include proposals to amend the appendices;
- b) assist the Nomenclature Committee in the development and maintenance of a standardized list of species names;
- c) assist the Secretariat with the implementation of the Resolution on the Identification Manual and Decisions related to it and, upon request of the Secretariat, review proposals to amend the appendices with regard to possible identification problems;
- d) co-operate with the Secretariat on the implementation of its programme of work to assist Scientific Authorities;
- 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 animal 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 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) informing the Parties of the need to review specific species, and assisting them in such reviews; and
 - iv) preparing and submitting amendment proposals resulting from the review, through the Depositary Government, for consideration by the meetings of the Conference of the Parties. Once submitted, these proposals shall be decided upon, unless the Chairman of the Committee and the range State(s) concerned agree to their withdrawal;
- i) make available advice on management techniques and procedures for range States requesting such assistance;
- j) draft resolutions on matters related to animals or plants, for consideration by the Conference of the Parties;
- k) perform any other functions that may be entrusted to them by the Conference of the Parties or the Standing Committee; and
- l) report to the Conference of the Parties and, if so requested, to the Standing Committee, on the activities they have carried out or supervised between meetings of the Conference;

RESOLVES further that the Animals Committee shall also deal with issues related to the transport of live animals;

DETERMINES that:

- a) the membership of the Animals and Plants Committees shall consist of:
 - i) a person chosen by each of the major geographic regions consisting of North America and Oceania;
 - ii) two persons chosen by each of the major geographic regions consisting of Africa, Asia, Europe and South and Central America and the Caribbean;
 - iii) each person chosen as an alternate member for a member described in sub-paragraph i) or ii), to be represented at meetings as a regional member only in the absence of a representative of the member for which it is the alternate; and
 - iv) 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;
- b) any Party shall be entitled to be represented at meetings of the Committee by not more than two observers;
- c) a Chairman and a Vice-Chairman shall be elected by the Committee; and
- d) the Chairman may invite any person or representative of any other country or organization to be represented at meetings of the Committee by one observer;

DETERMINES further the following principles for the payment of travel expenses to regional members of the Plants or Animals Committee:

- a) the Secretariat shall make provisions in its budget for the payments, if requested, of reasonable and justifiable travel expenses of regional members, to attend one Committee meeting per calendar year;
- b) members should make every effort to pay their own travel expenses; and
- c) 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 thirty days from the completion of the travel; and

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

ANNEX 3

Establishment of the Nomenclature Committee of the Conference of the Parties

RECOGNIZING that biological nomenclature of species may differ from country to country;

NOTING that such biological nomenclature is not static;

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;

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

RESOLVES:

a) to re-establish the Nomenclature Committee of the Conference of the Parties, with the following terms of reference:

within the policy agreed to by the Conference of the Parties, the Nomenclature Committee shall:

- 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, 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 plant names and synonyms be:
 - A. species names of plants listed at the species level in the appendices;
 - B. generic names of plants listed at the genus or family level in the appendices; and
 - C. family names of 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 from the Secretariat, review proposals to amend the appendices to ensure that correct names for the species and other taxa in question are used;
 - vi) ensure that changes in nomenclature recommended by a Party do not alter the scope of protection of the taxon concerned; and
 - vii) make recommendations on nomenclature to the Conference of the Parties, other Committees, working groups and the Secretariat;
- b) that the Nomenclature Committee shall comprise two subcommittees, one to address nomenclatural issues for animal taxa and the other for plant taxa;
- c) that the Conference of the Parties shall nominate a Chairman and a Vice-Chairman, of which one shall be a zoologist, who shall chair the Animals Subcommittee, and the other shall be a botanist, who shall chair the Plants subcommittee;

- d) that the Chairman and Vice-Chairman of the Nomenclature Committee shall co-ordinate and monitor the input needed from specialists in fulfilling the responsibilities assigned by the Parties and report on the progress of the respective Subcommittees to each meeting of the Conference of the Parties; and
- e) that the membership of the Nomenclature Committee shall be on a voluntary basis; and

DIRECTS the Secretariat, to the extent possible, to provide funding from outside sources to cover the production costs of publications prepared by the Committee.

DRAFT DECISIONS OF THE CONFERENCE OF THE PARTIES

Directed to the Parties

Regarding regional representation

The following guidelines should be implemented:

A. Selection of regional members and alternate regional members

- a) The membership of the Standing Committee is determined in [Resolution Conf. 9.1 (Rev.) Annex 1]. In the selection of regional members and alternate regional members, the following considerations should be taken into account:
 - i) for regions with one member and one alternate member (North America and Oceania), a rotation in the selection is recommended; and
 - ii) for regions with two members and two alternate members (Asia and Central and South America and the Caribbean) or with three members and three alternate members (Africa and Europe), the selection should try to achieve a balanced representation (geopolitical, cultural, ecological).
- b) The regional candidatures should be officially submitted by the interested Parties through a governmental channel, at the latest 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.
- 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 elected, a candidate should obtain an absolute majority (i.e. more than half the votes). Only the Parties duly accredited by the Conference should have the right to vote. The election should take place during the second week of the meeting.
- d) The election of a member and of his/her 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.

B. Timing of replacement of members and alternate members

In accordance with [Resolution Conf. 9.1 (Rev.) Annex 1], 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. The Resolution does not refer to alternate members but it may be assumed that the same rule applies. It is followed in the paragraphs below:

- a) for regions with one member and one alternate member, the selection may be conducted as it has been so far, taking into account however the recommendation made in paragraph A a)i); and
- b) 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 regional sessions at meetings of the Conference of the Parties

- a) The regional sessions have an official character and should have an agenda, and proceedings should be prepared concerning the proposals and agreements dealt with.

- b) The chairman 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, if appropriate, of members and alternate members of the Standing Committee which are Parties;
 - ii) selection of the members and alternate members of the Animals and Plants Committees. In accordance with Resolution Conf. 9.1 (Rev.) Annexes 2 and 3, the members and alternate members of the Animals and Plants Committees are persons. Although this is not indicated in the Resolution, the persons to be chosen should be experts in animals or plants in general and of the region they are representing in particular. Decision 10.4 provides information on the timing of replacement that could help the regions to make their decisions;
 - iii) the regions with more than one member should decide the way the representation should be exercised until the next meeting of the Conference. This should be reviewed at each meeting; and
 - iv) 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 a) and b) 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.

Regarding regional representation in the Animals and Plants Committees

The following guidelines should be implemented:

A. Election of the candidates

- a) The proposals for candidates as representatives should be supported by the relevant governments in order to ensure as far as possible 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.
- 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*.**
- d) As long as the regional 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.

B. Timing of replacement of members and alternate members

- a) If the same procedure as that for the Standing Committee is applied, the present members and alternate members should be replaced as follows:
 - i) for regions with one member and one alternate member, the selection should be conducted as it has been so far for the Standing Committee, taking into account however that a rotation in the selection is recommended; and
 - ii) for regions with two members and two alternate members, to guarantee some continuation, the two members should not be changed at the same meeting.

- b) As alternate members are alternates of specified members, they should be elected at the same time as the members.
- c) If a region wishes to re-elect a member or alternate member, there is nothing to prevent it from doing so.

Directed to the Standing Committee

Regarding duties of the regional representatives

- a) Regional representatives should maintain a fluid and permanent communication with the Parties of their region and the Secretariat.
- b) Before the meetings of the Standing Committee, the representatives should communicate to the Parties of their region the items on the agenda, to request their opinions, preferably on matters specifically relevant to the countries or the region. They should also inform them of the results of the meeting. At least two regional meetings should take place between meetings of the Conference of the Parties, one of which should be specifically to deal with proposals to be submitted to the Conference at its next meeting. The regional representatives should convene these meetings.
- c) The regional representatives should report in detail on their activities, initiatives and achievements at the regional sessions that are taking place during meetings of the Conference of the Parties. The Parties may make comments on these reports, which should be included in the proceedings.

Directed to the Animals and Plants Committees

Regarding duties of members of the Committee and their alternates

- a) Each member should collaborate with his/her alternate regarding the work to be done between the meetings of the Animals or Plants Committee.
- b) Each member should maintain a fluid and regular communication with the Parties in his/her region.
- c) When a region has more than one representative, the Parties should also agree which Parties each represents. Contact persons should be identified in those countries. Also non-Parties in the region should be identified.
- d) Each member should increase the awareness of the existence of the Animals and Plants Committees, its mandate and the issues of concern to his/her region.
- e) Before the meetings of the Animals or Plants Committee, the members should inform the Parties in their regions about the items on the agenda and request their opinions on these, in particular on matters specifically relevant to the countries of the region.
- f) The members should submit a written annual report to each meeting of its Committee.
- g) The members should inform the Parties in their regions of the results of each meeting of the Animals or Plants Committee.
- h) The members must inform the alternates well in advance if they will not attend a forthcoming Committee meeting.
- i) A regional meeting should take place between meetings of the Animals or Plants Committee, subject to the availability of funds. The members should convene these meetings.
- j) The organization of subregional meetings should be considered in large regions where it is difficult to bring all Parties together.
- k) The members should provide all relevant information on the activities in the region to their successors.

Directed to the Secretariat

Regarding publicity materials

In view of the need for publicity materials for plant and animal species included in the appendices, the Secretariat shall:

- a) develop a programme of work for the preparation of these materials;
- b) prepare a budget estimate for this programme of work;
- c) submit the programme and budget estimate to the Standing Committee at its first ordinary meeting after the eleventh meeting of the Conference of the Parties;
- d) carry out the work as directed by the Standing Committee; and
- e) report to the next meeting of the Conference of the Parties.

DRAFT RESOLUTION OF THE CONFERENCE OF THE PARTIES

Identification Manual

NOTING that the Identification Manual Committee was first established in 1977, and was one of the first committees serving the Parties to the Convention;

GRATEFUL to all persons who have served this Committee for the work they have done to develop the Identification Manual;

NOTING also that also that between the sixth (Ottawa, 1987) and the tenth (Harare, 1997) meetings of the Conference of the Parties the Committee has been without Chairman and membership;

NOTING further that following the tenth meeting of the Conference of the Parties (Harare, 1997) only one Party has expressed interest in appointing members of the Committee;

RECOGNIZING the need for a regular production of sheets for the Identification Manual in the three working languages of the Convention and that the work involved is not of a nature readily performed by a Committee;

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

DIRECT the Secretariat to:

- a) prepare sheets on the identification of animal and plant species for inclusion in the Identification Manual in the three working languages of the Convention;
- b) upon request from a Party, provide advice on the identification of species, or seek advice from experts on the taxa concerned;
- c) ensure, where relevant, that the subject of identification of species or specimens is included in training seminars organized by the Secretariat;
- d) provide assistance to Parties in the development of national or regional identification manuals;
- e) obtain, from Parties whose proposals to include new species in the appendices have been adopted, appropriate data for inclusion in the Identification Manual within one year after acceptance of such additions;
- f) publish, within its financial capacity, the Identification Manuals; and
- g) report to each meeting of the Standing Committee and the Conference of the Parties on the progress made;

EXHORTS that Parties having successfully submitted proposals to include new species in the appendices, provide appropriate data for inclusion in the identification manuals within one year after acceptance of such additions;

APPEALS to Parties and organizations to provide funds to ensure the production of the Identification Manuals; and

REQUESTS the Parties to promote the use of the identification manuals.