
**Guide for
Participants at
the 11th meeting
of the
Conference of
the Parties to
CITES**

**Gigiri, Kenya
10 - 20 April 2000**



Introduction

Meetings of the Conference of the Parties to CITES have always been busy occasions and include discussions of a large number of complex and sensitive issues. Participants in the meetings, including delegates of Parties and observers, may have strong views about the conservation of endangered species and, understandably, want to express their ideas as strongly as possible.

Some participants may not have attended large international gatherings before. Time for discussion on individual topics is limited. It is therefore very important that everyone taking part in meetings of the Conference of the Parties should work together to make sure that the issues are examined in a thorough and objective way.

The Provisional Rules of Procedure (Doc.11.1) are intended to provide a way of ensuring that debates are conducted in an orderly and constructive way. They give the Presiding Officer powers to direct discussion and control the proceedings. The Presiding Officer may, for example, on reasonable grounds, limit the number of speakers on a particular issue, set time limits for individual speakers or remind speakers to stick to the subject in order to secure expeditious and efficient treatment of the issues at hand.

This document was prepared by the Secretariat, with the endorsement of the Standing Committee and with collaboration from a number of bodies and individuals¹, in order to give participants a clearer idea of how a meeting of the Conference of the Parties should proceed. It is also meant to inform the participants who are not familiar with CITES meetings what exactly is expected of them.

Much of the success of meetings of the Conference of the Parties depends on the co-operation and good will of everyone taking part. All participants can do much to help ensure a positive, constructive debate and a successful outcome by reading through this document² and trying to have a better understanding of how the meetings should work. It is hoped that this will result in a mutually beneficial relationship amongst all participants at meetings of the Conference of the Parties.

¹ The text in this section is based on "GUIDELINES FOR PARTICIPATION IN MEETINGS OF THE CONFERENCE OF THE PARTIES TO CITES" prepared by the Species Survival Network and Wildlife Link.

² This document is intended only as a GUIDE; it does not in any way replace the Rules of Procedure and is not intended as an official interpretation of them.

Functional Bodies

*What are they?
What do they do?*

Conference of the Parties

The Conference of the Parties is a combined body of the Parties to CITES. It is often called the 'Conference'. The Parties meet every two or three years at meetings of the Conference of the Parties. A meeting of the Conference is often called a 'CoP'.

Bureau

The Bureau comprises the Standing Committee, the Chairmen³ of Committees I and II, the Chairmen of the Budget Committee and the Credentials Committee, the Chairman and Vice-Chairman of the Conference and the Secretariat. The Bureau has the duty to ensure effective enforcement of the Rules of Procedure and forwarding of the business of the meeting. To ensure the effective completion of business, the Bureau may take steps to alter the timetable or structure of the meeting and, as a last resort, to limit the time of debates (Rule 15.1).

With new Rules of Procedure being proposed for adoption at CoP11, the Bureau will have a new task assigned to arbitrate conflicts that

occur during the business outside meeting rooms. It will receive complaints from participants who consider themselves to have been abused by others (Rule 29). The Bureau will have the power to withdraw the admission of an observer organization or place a formal complaint to a Party if the case is of the utmost gravity.

Plenary

The plenary sessions are the decisions-making sessions of the Conference of the Parties.

Committee I

Committee I is open to all Parties to CITES. It discusses and makes recommendations concerning proposals to amend the appendices, quotas and ranching operations, and other scientific issues. The recommendations of Committee I are forwarded to the plenary session for final approval.

³THE NEW SHORTER OXFORD ENGLISH DICTIONARY defines the word "chairman" as "a person chosen to preside over a meeting; a permanent president of a committee, board of directors, firm, country, etc." As it is "a person", the word has no gender connotation and hence the Secretariat uses this term in its documents (and not the term 'chair' or 'chairperson').

Functional Bodies

Committee II

Committee II is open to all Parties to CITES. It discusses and makes recommendations concerning the implementation and operation of the Convention. These recommendations are often included in resolutions or decisions. Resolutions and decisions originating from Committee II are forwarded to the plenary session for final approval.

Budget Committee

The Budget Committee discusses and makes recommendations to the Conference of the Parties concerning all financial matters.

Until CoP10, the Budget Committee was a sub-committee under Committee II. It will have an independent Committee status from CoP11, if the new Rules of Procedure are adopted.

Secretariat

The Secretariat deals with the day-to-day operations of CITES at the international level. It provides Parties with trade information and technical support as well as other information relating to CITES. It investigates possible violations of CITES and trade-related threats to species. It also serves as the Secretariat for the meetings of the Conference of the Parties.



A Guide to the Rules of Procedure

This *Guide to the Rules of Procedure*⁴ is designed to help delegates understand the Rules of Procedure that govern meetings of the Conference of the Parties to CITES. The Rules of Procedure (as proposed in Doc. 11.1) are the primary source of rules. Where the Rules of Procedure do not answer a question completely, this *Guide* relies on Robert's Rules of Order ("Robert's Rules")⁵.

Readers who are not familiar with specific terms used in this guide should see the glossary on p. 13 ~ 14.

Purpose of Rules of Procedure

The purpose of the Rules of Procedure is to define the structure for the conduct of meetings of the Conference of the Parties (CoP), and the process for making decisions. While the Rules do not promote any particular outcome, they often can impact the outcome of specific votes. For example, the number of votes needed to adopt a resolution or a species proposal can make approval relatively easier or more difficult. An effective set of rules provides for a balance between full and open discussion of all issues

and efficient decision making. Some concern for efficiency (limited time for discussion of an issue) is warranted because meetings of the CoP are limited to a two-week period.

Adoption of the Rules of Procedure

While some rules that govern the meetings of the CoP are found within the text of the Convention, the full set of rules is adopted by the CoP as one of the first orders of business at the start of the meeting. This gives rise to one of the first difficulties — who is authorized to vote upon the adoption of the rules? As at most international governmental conferences, only Parties with approved credentials are permitted to vote (Rule 3). But at the beginning of a meeting of the CoP, the Credentials Committee has not yet been appointed. Technically, no Party⁶ is authorized to vote on the Rules of Procedure. The Parties have set aside this difficult issue by permitting any Party to vote to adopt the Rules. Robert's Rules of Order have been used as a framework for discussion and voting on the Rules of Procedure.

⁴ Prepared by Chris Wold, Center for International Environmental Law.

⁵ MAJOR HENRY M. ROBERT, *ROBERT'S RULES OF ORDER: MODERN EDITION* (revised by Darwin Patnode, 1989). *Robert's Rules* have been in existence for more than a century and are used by many organizations and agencies. They are content neutral and are designed to allow an organization to quickly and efficiently focus upon and decide issues in the clearest, most efficient process possible.

⁶ Term 'Party', in this guide, also refers to 'delegation', 'delegate of a Party' or 'the Representative of a Party'.

A Guide to the Rules of Procedure

Implementation of the Rules of Procedure

Once the Parties adopt the Rules, the Chairman of a Committee or working group is the person primarily responsible for ensuring that they are implemented. Because the Chairman must often make decisions quickly, it is important that he or she be very familiar with the Rules of Procedure specifically and Robert's Rules generally. As will be discussed later, a delegate at a Committee meeting or in Plenary session may challenge a procedural decision of the Chairman by raising a "point of order", and the Chairman should be able to respond correctly. The Chairmen, as well as Parties, can also request assistance from the Bureau in interpreting the Rules of Procedure, because the Bureau has the ultimate responsibility for "ensuring the effective enforcement of the Rules of Procedure and forwarding the business of the meeting" (Rule 15).

Starting the Meeting – A Quorum

Before the Parties may undertake any business in Committee I or II or Plenary session, a quorum of the Parties must be present in the room. Under Rule 7, a quorum is "one-half of the Parties having delegations at the meeting." Under Rule 3, paragraph 3, delegates may participate provisionally in the

meeting but not vote. For this reason, the phrase "delegations at the meeting" means all delegations of Parties that have registered as participants at the meeting. Thus, if 145 Parties have delegations at a meeting, then delegates from 73 Parties must be present in the room to start a particular session. If a Party believes that a quorum does not exist when the meeting starts, that Party may ask the Chairman for a quorum count. If the required number of Parties is not present, then the Chairman must wait until the necessary number is reached. This is why the Chairmen and the Secretariat often urge the Parties to ensure that they have a representative in both Committee I and Committee II at all times.

Who Can Vote?

Each delegation of a Party to CITES that has had its credentials approved at the CoP, may cast one vote on any issue before the Parties in Plenary session, Committee I, Committee II or in the Budget Committee. Each Party decides which of its delegates (either the Representative or an Alternate-Representative) will cast its vote.

A Guide to the Rules of Procedure

How Many Votes Are Necessary?

The number of votes necessary to adopt a decision is determined by two factors: (1) the number of affirmative votes necessary to adopt a particular motion, resolution, or proposal, and (2) the calculation of votes.

The Number of Votes Necessary

The Rules of Procedure, like other rules, require a different number of affirmative votes to pass a motion, depending on the nature of the motion. A **two-thirds (2/3) majority vote** is necessary for most issues decided in a Committee and in Plenary session (Rule 26). If a vote calls for a two-thirds majority and 99 Parties vote, at least 66 affirmative votes are necessary to approve the measure (Robert's Rules, Rule 39). At CITES meetings, the following issues require a two-thirds majority:

- recommendations to approve resolutions, in Committees I and II;
- recommendations to amend Appendices I and II, in Committee I;
- approval of resolutions and proposals to amend Appendices I and II in Plenary session; and
- motions to amend resolutions and proposals.

A **simple majority** (more than one-half) of votes cast is necessary to adopt all procedural motions relating to the conduct of the business of the meeting, such as points of order (Rule 26). If 100 Parties vote on an issue that requires a simple majority, the motion is adopted if 51 Parties must vote in the affirmative (Robert's Rules, Rule 39). An affirmative vote of **one-third (1/3) of the Parties** is necessary to reopen debate in Plenary session on a matter covered by a recommendation from one of the Committees (Rule 19.1).

The Calculation of Votes

Only the votes of those Parties "present and voting" are counted. To be considered "present and voting," a Party must first have its credentials accepted. In addition, a Party must be represented in the room where the meeting is taking place and that Party must cast an affirmative or negative vote. Parties that abstain from voting or that cast a vote of abstention are not counted for purposes of calculating the majority (Rule 26.2).

A Guide to the Rules of Procedure

Based on these rules, it is possible that a relatively small number of Parties could decide the outcome of a vote. For example, if 145 Parties attend the meeting, but the credentials have been accepted of only 100 Parties and they are present in a meeting for a vote on an issue, only 67 votes are needed to approve a resolution or a species proposal. Thus, it is very important for Parties to ensure that their credentials are accepted and that they attend each meeting.

Motions — Amending a Resolution or a Proposal

A Party may request action on a particular subject by making a motion. A motion is a formal proposal by a delegation that the assembly take a certain action. In Committee I, for example, a Party may make a motion to amend a species proposal or to recommend that the CoP approve a proposal to include a species in Appendix II. Parties may also make a motion to suspend or adjourn a session or suspend or close debate on a particular issue under discussion (Rule 18).

Making a Point of Order

Rule 14 of Robert's Rules defines a "point of order" as an assertion, by a Party, that the Chairman or another Party is violating a rule of procedure and a request to have the rule enforced. Under Rule 18, a

Party directs a point of order to the Chairman of the meeting. The Chairman must make a decision relating to the point of order before any other action is taken. A Party may make a point of order at any time. A Party may interrupt a speaker to make a point of order, provided that the point of order relates to a continuing violation of the rules. Thus, if the Chairman makes a ruling regarding the Rules of Procedure, such as limiting debate or determining the order of voting on species proposals, a Party can make a point of order to ask the Chairman to reconsider. The Chairman must immediately make a decision on the point of order. As explained below, a Party may appeal the decision of the Chairman relating to a point of order.

Appealing Decisions of the Chairman

If a Party disagrees with the decision of the Chairman on a point of order, the Party may appeal the decision of the Chairman (Rule 18.1). A Party appeals the decision of the Chairman by stating: "I appeal the decision of the Chairman" (Robert's Rules, Rule 14). The Chairman *must immediately* put the appeal to a vote (Rule 18.1).

The Parties must then vote on whether or not to sustain the decision of the Chairman. The decision of the Chairman is affirmed unless a simple majority of the Parties votes

A Guide to the Rules of Procedure

to reject the decision of the Chairman (Rule 18.1).

Amending and Voting on Species Proposals

A proposal to include a species in the appendices or transfer a species from one appendix to another must be submitted by a Party at least 150 days before a CoP [CITES, Article XV(1)(a); Rule 22.1]. The Parties, however, may amend species proposals before approving or rejecting them, a process that raises several questions of procedure.

The process for approving an amendment to a species proposal differs depending on whether the proponent amends the proposal or another Party proposes to amend it. Rule 22.2 allows the proponent to withdraw or amend the proposal to reduce its scope of effect “at any time.” The use of the phrase “at any time” indicates that a vote is not necessary to amend the proposal at the request of the proponent, and this has been the practice of the Parties. In contrast, Rule 23.6 allows any Party to “propose” an amendment, which must be put to a vote. When a non-proponent proposes an amendment, the Parties must vote — by a two-thirds majority — to amend the species proposal, and then vote a second time to approve the amended species proposal. Once a proposal has been amended, the original proposal is void; the amended proposal can-

not be re-amended to the original proposal (Rule 22.2).

In addition, a proposal can only be amended to “precise” it or to “*reduce its scope of effect*”. The Rules of Procedure do not define the phrases to “precise” the proposal or “reduce its scope of effect,” but both phrases have logical meanings. The phrase “to precise” the proposal means to “clarify” the proposal. The phrase “to reduce its scope of effect” refers to the effect of a proposal in relation to a species’s status in the appendices. For example, if a Party proposes to transfer three populations of a species from Appendix I to Appendix II, an amendment to apply the proposal to only one population would reduce the proposal’s scope. Similarly, an amendment to transfer these populations to Appendix II subject to a quota could reduce the scope of the proposal, because the original proposal sought an Appendix II listing without other conditions. On the other hand, an amendment to apply the proposal to a fourth population, or to delete the species from the appendices, would increase the scope of the proposal, and would be therefore ruled out of order.

A Guide to the Rules of Procedure

These same rules apply to a proposal to transfer three populations of a species from Appendix II to Appendix I. An amendment to limit the proposal to one population would reduce the scope of the proposal, as would an amendment to retain the three populations in Appendix II with quotas.

The Order of Voting When Two or More Proposals Relate to the Same Taxon

In some cases, two or more proposals may exist relating to the same species, but these proposals may be different in substance. In these cases, if the Provisional Rules of Procedure [Doc.11.1 (Rev.1)] are accepted, the Parties must vote first on the proposal that has the "*greatest effect on the trade*" (Rule 23.5). If the Parties adopt a proposal that could have a greater effect on trade in the species concerned than another proposal, and it covers the same substance as the other proposal, then the Parties cannot consider the second proposal (Rule 23.5).

At CoP9, for example, Germany proposed the Malagasy golden mantella (*Mantella aurantiaca*), a species of frog, for inclusion in Appendix II, while the Netherlands proposed it for inclusion in Appendix I. The Parties correctly considered the Appendix-I proposal first, because an Appendix-I listing would have a greater effect on trade in an

unlisted species than an Appendix-II listing. Further, approval of the Appendix-I proposal, which prohibits all trade for primarily commercial purposes, logically precludes consideration of an Appendix-II listing, which would permit some commercial trade. In contrast, an Appendix II listing does not necessarily preclude the Parties from adopting stricter measures.

Similarly, if proposal A seeks to include four populations of a species in Appendix II and proposal B seeks to include only three of those populations in Appendix II, the Parties should vote on proposal A first. Because proposal A seeks to include more populations in the appendices, it has a greater effect on trade. Further, if the Parties decide to include all four populations in Appendix II, then they do not need to consider proposal B.

Limitations on Debate

To complete the work of the meeting, it may be necessary to impose limitations on debate, such as restrictions on the time allowed each speaker and or the number of times a Party may speak. Under the Rules of Procedure, the Chairman may propose time limits for debate, but it is the Parties that ultimately decide. If the Chairman proposes to limit debate, he/she must seek the consent of the Parties. If the views of the Parties are divided and it is necessary to vote, a simple majority is required to approve a proposal to

A Guide to the Rules of Procedure

limit debate, because this is a procedural matter relating to the conduct of the meeting (Rule 26).

Reopening of Matters in Plenary Session

The Parties spend much of their time debating resolutions in Committees I and II and proposals to amend the appendices in Committee I. The decisions of the Committees, however, are not the decisions of the Conference. They are recommendations to the Conference that must be adopted or rejected in a Plenary session. Because the Parties debate the issues thoroughly in committee and often create working groups to resolve difficult issues, the Parties generally accept the recommendations of Committees I and II. Accordingly, the Rules of Procedure allow no further discussion on recommendations in Plenary session, unless a Party makes a motion in a Plenary session to reconsider a recommendation of a committee (Rule 19.1).

To reopen debate on a committee recommendation concerning a resolution or a species proposal, a Party must make a motion to reopen debate, another Party must second the motion, and one-third of the Parties present must support the motion (Rule 19.1). If one-third of the Parties agree, then the Parties may debate the matter again in Plenary session. The Parties then must vote again — by a two-thirds majority of the Parties present and

voting — to adopt the proposal. Once the Parties adopt or reject a proposal to amend Appendices I and II in Plenary session, they cannot reconsider the matter (Rule 19.2). The Rules of Procedure are silent concerning the finality of decisions in Plenary session regarding resolutions. Thus, it should be possible, by a simple majority vote to reopen debate on a resolution adopted or rejected in Plenary session.

The Parties may also reopen debate on decisions that are made in Plenary session without a recommendation originating from any committee. These decisions can be reopened for debate in Plenary session if a Party makes a motion to reopen, another Party seconds the motion, and a two-thirds majority supports the motion (Rules 19.3). Only the Party presenting the motion and the seconder may speak in support of the motion and only two Parties may speak against it (Rules 19.3). If the motion to reopen debate succeeds, then the Parties may debate the matter again. The Parties must then vote again — by a two-thirds majority of Parties present and voting — to adopt the resolution or other document.

A Guide to the Rules of Procedure

Observers

Under the terms of the Convention, governmental and non-governmental organizations may qualify to be represented at meetings of the Conference by observers (CITES, Article XI.7). Once properly admitted, observers have “the right to participate but not to vote”. For observers, the right to participate includes the right to have representatives present at all the sessions of the committees and in Plenary sessions, and the right, subject to time limitations, to contribute to the discussions. Observers traditionally have also been allowed to participate in various ad hoc committees and working groups with the permission of the Chairman of the committee or group, and provided that there is sufficient space.



Decision

There are two types of recorded decisions of the Conference of the Parties: Resolutions (see below) and Decisions. The recorded Decisions are generally requests or instruments to be implemented (for example, by a committee or the Secretariat). Once implemented, they are obsolete/ After each CoP, the Secretariat revises the list of Decisions and delete those that have been implemented or that are no longer in effect.

Majority

At CITES meetings, a majority is calculated based on the number of Parties "present and voting" (this is also called the number of "votes cast"). A Party must meet three requirements to be considered "present and voting." First, the delegation of the Party must have its credentials approved to be eligible to vote (Rule 3.1). Second, it must be present in the room when the vote takes place. Third, it must cast an affirmative or negative vote to have its vote counted. Votes to abstain are not counted.

Motion

A motion is a formal proposal by a Party represented in a session that the assembly take a certain action. A Party may make many different motions. In Committee I, for example, a Party may make a motion to amend a species proposal or to recommend that the Conference of the Parties approve a proposal to include a species in Appendix II. Parties may also make a motion to suspend a session or to suspend discussion of a particular issue.

Point of Order

Rule 14 of Robert's Rules defines a "point of order" as an assertion that the chairman or another Party is violating a rule and a request to have the rule enforced. A Party directs a point of order to the chairman of the meeting. The chairman must make a decision relating to the point of order before any other action is taken, because a point of order takes precedence over any pending motion. A Party may make a point of order at any time. A Party may interrupt a speaker to make a point of order, provided that the point of order relates to a continuing violation of the rules.

Glossary

Quorum

A quorum is the minimum number of Parties that must be present at a meeting for the transaction of business. The Rules of Procedure for CITES define a quorum for Plenary session, and for Committees I and II, as “one-half of the parties having delegations at the meeting” (Rule 7).

Resolution

A resolution is a recommendation (or a series of recommendations) for improving the effectiveness of the Convention that is long-lasting in nature (CITES, Article XI(3)(e); Notification No. 1999/33). Any Party may submit a resolution for consideration at the next meeting of the Conference of the Parties. The Party must submit the text of the resolution to the Secretariat at least 150 days before the next meeting (Resolution Conf. 4.6). The Parties must approve resolutions by a two-thirds majority.

Species Proposal (also, Proposal to Amend Appendix I or II)

A species proposal is a proposal to amend Appendix I or II (CITES, Article XV). A Party may propose any species for inclusion in, or removal from, Appendices I or II. However, the Conference of the Parties has agreed that species shall not be removed from Appendix I unless they have first been transferred to Appendix II (see Resolution Conf. 9.24 Annex 4). A Party may also propose a transfer of a species from one Appendix to another or change an existing annotation to a listing. A Party must submit the proposal to the Secretariat at least 150 days before the next meeting of the Conference of the Parties. The Parties must approve resolutions by a two-thirds majority.

Inside the Meeting Rooms

Seating Arrangements

Paragraph 3 of Rule 11 of the Rules of Procedure states that "seating limitations may require that no more than four delegates of any Party be present at plenary sessions and sessions of Committees I and II and the Budget Committee" and paragraph 5 of the same rule "seating limitations may require that no more than two observers from any State not a Party, body or agency be present at plenary sessions and sessions of Committees I and II and the Budget Committee."

Depending on the meeting room capacity, the above-mentioned limits per Party and per observer may not have been applied at past meetings of the Conference of the Parties.

At CoP11 in Gigiri, Kenya, however, these limits probably will have to be applied. In this case, States and organizations whose representatives exceed the above-mentioned numbers in any one session will have to decide which persons will represent them in each session.

Party delegates, in particular, should bear in mind that the seating arrangement in the area designated for them will be **fixed** and there will be no flexibility.

This is underscored by the fact that the button on each microphone set will correspond to the display panel at the podium so that the Presiding Officer will know which country is asking for the floor. This means that if a delegate occupies a seat that is not designated for his/her country and tries to take the floor from there, the wrong country name will appear on the display at the podium.



Paragraph 4 of Rule 11 states that "observers shall be seated in one or more designated areas within the meeting room" and that "they may enter an area designated for delegations only when invited to do so by a delegate." The areas closest to the podium will be reserved for Party delegates.

For observers who have problems with the seating arrangement, there will be a person appointed in the Secretariat to co-ordinate and rearrange the seating (wherever possible).

Participants are asked kindly to cooperate with the organizer regarding the seating arrangement.



Inside the Meeting Rooms

Meeting room for Plenary Session and Committee I

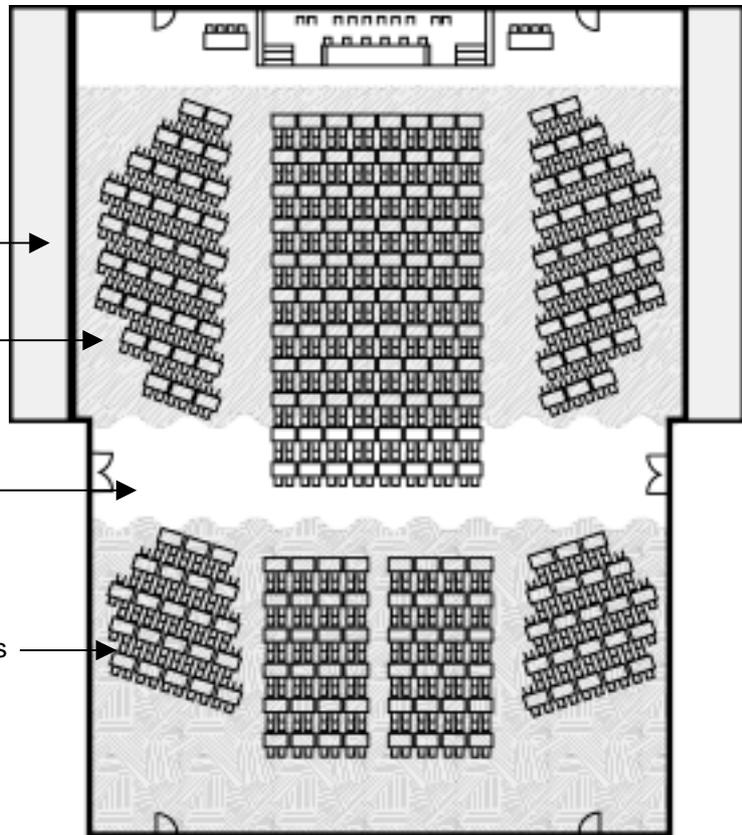
Conference Rooms 2,3,4

Gallery - for Visitors and Press (both sides)

Area for Delegates

Area for Non-party and Intergovernmental Observers

Area for Other Observers



NB: Numbers of chairs and tables do not reflect the actual status.

Area borders are only indicative and subject to change.

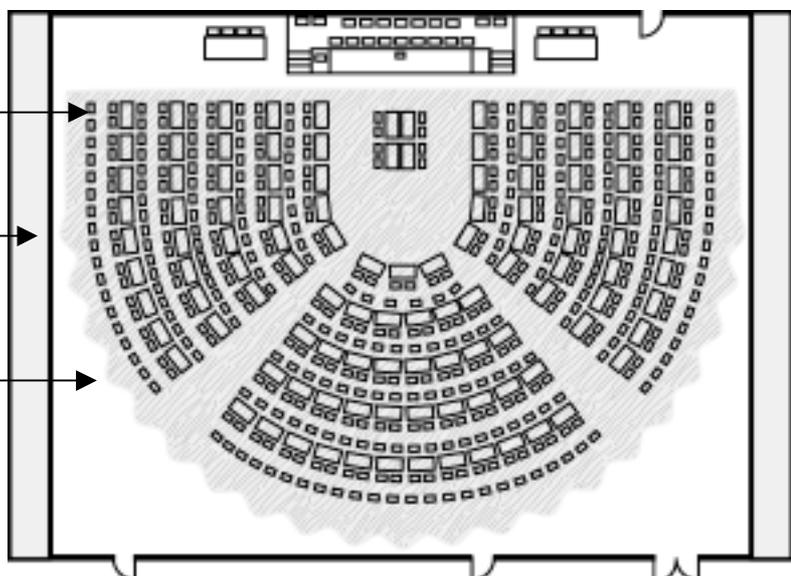
Meeting room for Committee II

Conference Room 1

Area for Delegates

Gallery - for Visitors and Press (both sides)

Area for Observers



Outside the Meeting Rooms

Distribution of Documents

The rules regarding distribution of informative documents in the proposed Rules of Procedure are a little different from those for previous meetings (Rule 28).

Through Pigeon holes

All official meeting documents, such as draft resolutions from working groups, as well as the daily journal produced by the Secretariat, will be distributed through the pigeon holes. Each registered Party will have one pigeon hole. If there are enough, each observer State and organization will also have one. Participants are recommended to check what new documents are available at the document distribution area every morning and afternoon.

Any registered participant may request the Secretariat to distribute informative documents through this channel. However, if the document is not from the representative of a State or an intergovernmental organization, the document must first be approved by the Secretariat (which will consult with the Bureau if necessary) (Rule 28.3). Organizations that are not registered as observers may not distribute documents at the meeting.

The documents should be provided in sufficient number of copies. It is important to bear in mind that the photocopying machines of the Sec-

retariat are reserved for the reproduction of official documents only.

In the public area

An alternative way for participants to distribute informative documents is to place them on the designated tables in the public area (Rule 28.4). Documents distributed in this way do not need to be approved by the Secretariat.

However, if any participant finds any document on the public tables offensive, he/she may make a formal complaint to the Bureau. The provisional Rules of Procedure for CoP11 give the Bureau the right to decide on the appropriate action. In a case of the utmost gravity, it would be empowered by the Conference to withdraw the right of admission to the meeting of the offending organization or to make a formal complaint to any State concerned.



The procedure for making complaints and resolving conflicts is indicated in the following section of this document.

Anonymous documents

All documents distributed must indicate which State or organization is responsible for them (Rule 28.2). Any document on the public tables that does not indicate who is distributing it will have to be removed by the Secretariat.

Outside the Meeting Rooms

Complaints

Differences in views and philosophy are natural. They only become problematic when one person fails to accept the rights of another to hold different views and consequently attacks them, either verbally or physically.

With the reduced control on the checking of information materials placed on the public tables (see p.17 of this document), some participants might be concerned that there will be an increase in incidents where individuals, countries or organizations are slandered or otherwise offended.

In recommending the new Rules of Procedure the Standing Committee therefore stressed that anyone who presents an information document still remains responsible for the content. The Rules therefore provide a procedure for dealing with complaints about documents.

A mediator, nominated by the Standing Committee before the meeting and confirmed by the Bureau at its first meeting, will be identified to all participants at the beginning of the meeting.

Any participant who has a grievance should always try first to resolve the problem with the other party concerned. If this fails, the complaint should be submitted to the mediator, who should investigate all complaints, try to resolve the problem with the parties concerned and, if this fails, report to the Bureau, which should decide on appropriate action. If it is considered that, in serious cases, the Bureau should be able to exclude an organization or participant.



Outside the Meeting Rooms

Communication

Good communication between the various Parties and organizations represented at a CITES meeting is one of the keys to its success.

Some participants at past meetings have felt that communication between different bodies, particularly between NGO observers and Party delegates, should have been made easier. The Secretariat has therefore looked at ways of ensuring that it is.

When one delegate needs to contact another during one of the meeting sessions, or when an observer needs to get a message to a delegate of a Party, he/she should ask one of the ushers in the meeting room to pass on a message



The Secretariat will also deliver messages to other delegates and observers through the pigeon holes at the document distribution centre, if the name, signature and contact details of the person leaving the message are clearly displayed on the message (or on the envelope if there is one).

In addition, the Standing Committee encourages the delegations of all Parties that have approved the participation in the meeting of national organizations to set aside time to meet regularly with the observers from these organizations during the meeting of the Confer-

ence of the Parties and to inform them of their availability.

Finally, for participants who have in the past found that the Secretariat has been too inaccessible, this is going to change.

At CoP11, a senior member of the Secretariat staff will be available for 20 minutes at the end of the working sessions each day in the Plenary/Committee I meeting room to talk individually to any participant who needs information and to deal with any organizational problems.

CoP "Do-s" and "Don't-s"

Even participants who are knowledgeable about CITES Rules of Procedure and loaded with information on topics to be discussed, can become frustrated and disgruntled.

Meetings with over a thousand participants can always be challenging. There are very many views to be expressed. Everybody wants to have his/her say but there is not enough time. Participants can feel neglected and get frustrated when the Chairman does not include them in the list of speakers.

Below are a few principles of good conduct - especially relevant for newcomers.

Participants should:

1. Always follow the Rules of Procedure (p.5 ~ 12 of this document will give you a basic understanding).
2. Wait for the Chairman to invite them to speak (the Chairman should seek to allow time for contributions from both delegates and observers).
3. Make interventions brief, concise and to the point.
4. Liaise with other participants and, where appropriate, make joint interventions to avoid the same points being made repeatedly.

5. Bear in mind the principles and objectives on which the Convention is based.
6. Be patient.
7. Avoid attacks on other participants.



8. Distribute documents by placing them on tables designated for this purpose, handing them to delegates outside the meeting rooms or asking the Secretariat staff to place them in delegates' pigeon holes (see p.17 of this document for more information).

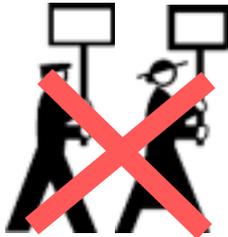


9. Expect to engage in an appropriate and polite manner with other participants. Instances of physical or verbal abuse should be reported to the designated independent Mediator (see p. 18)
10. Respect areas that are designated for delegates only.

CoP "Do-s" and "Don't-s"

Participants should not:

1. Interrupt, except to seek clarification (only Representatives of Parties may raise points of order).
2. Heckle other delegates or observers; they too have a right to express their opinion.
3. Use the meeting for demonstrations.

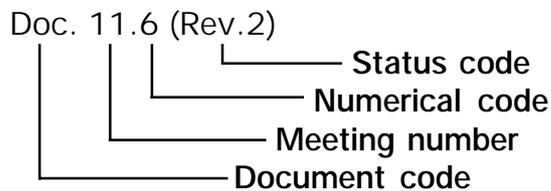


4. Seek to obtain information dishonestly during meetings of the Conference of the Parties.

Numbering of Documents

Document Numbering System

Sample



a) **Document codes:** The following document codes will be used.

Discussion documents

Doc. Working documents
Prop. Proposals to amend the appendices

Draft decisions

Com.I Dec Draft decisions from Committee I
Com.II Dec Draft decisions from Committee II
Bud. Dec. Draft decisions from the Budget Committee

Draft resolutions

Com.I Res Draft resolutions from Committee I
Com.II Res Draft resolutions from Committee II
Bud. Res. Draft resolutions from the Budget Committee

Summary reports

Plen. Summary reports of plenary sessions
Com.I Rep. Summary reports of Committee I
Com.II Rep. Summary reports of Committee II
Bud. Rep. Summary reports of the Budget Committee.
WG Rep. Summary reports of Working groups

Other documents

Inf. Information documents
Cred. List of credentials
Part. List of participants

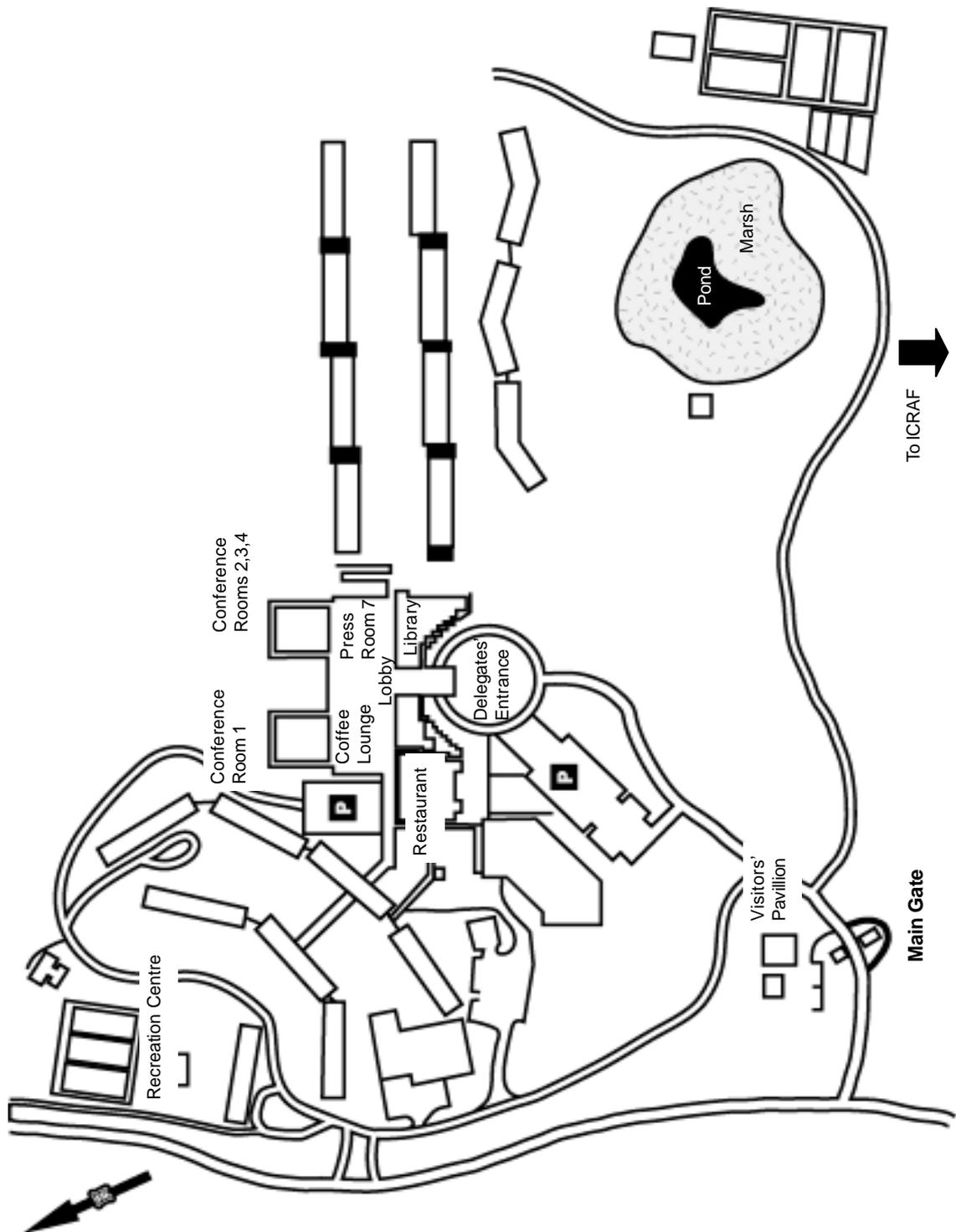
b) **Meeting number:** The number simply indicates which meeting the document is produced for. For the 11th meeting of the Conference of the Parties, obviously the number is 11.

c) **Numerical code:** In the case of documents in the first three categories (discussion documents, draft decisions, draft resolutions), and information documents, the number will be the number of the agenda item. In the case of a second or subsequent draft decision, draft resolution or information document relating to an agenda item, a letter of the alphabet will be added ('a' for the second document, 'b' for the third, etc.). In the case of other documents, the numerical code will be a serial number.

d) **Status code:** There is a status code only if the document is a revised version of a document already distributed. The code (Rev. 1) will be used for the first revision, (Rev. 2) for the second revision, etc.

Annex 1

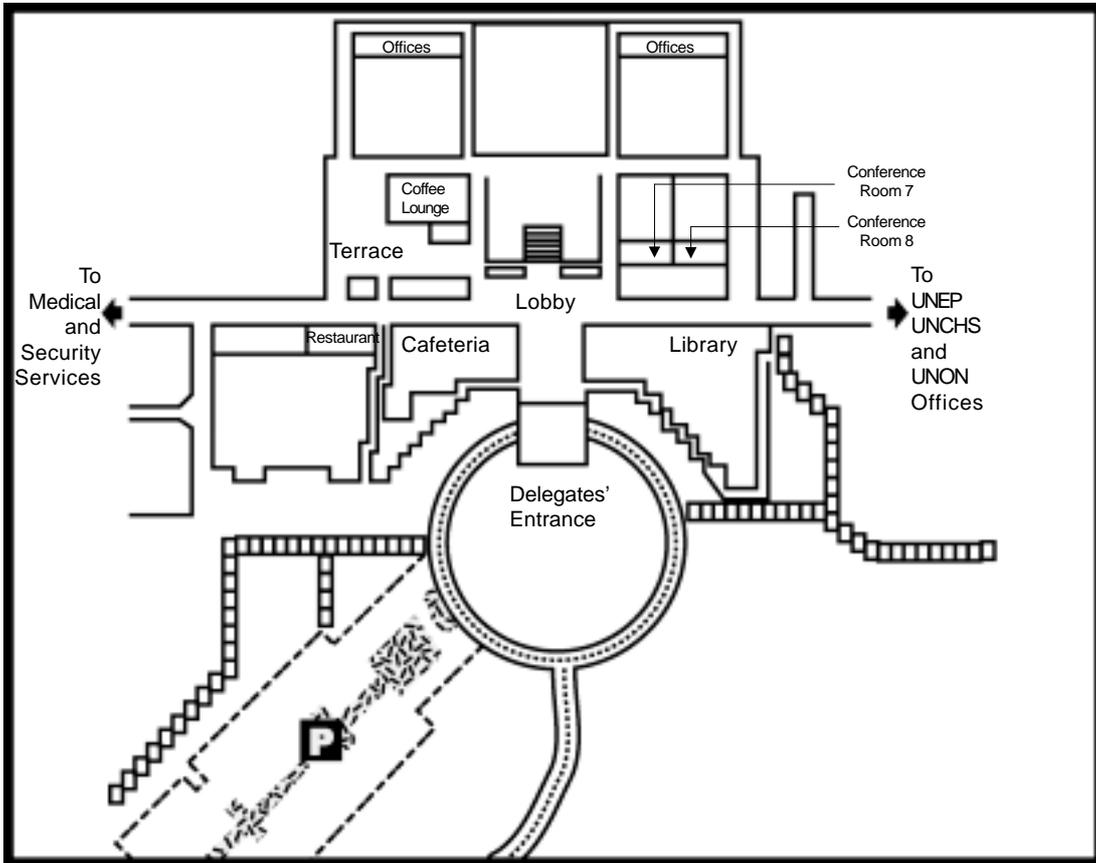
Map of UNON (United Nations Offices in Nairobi)



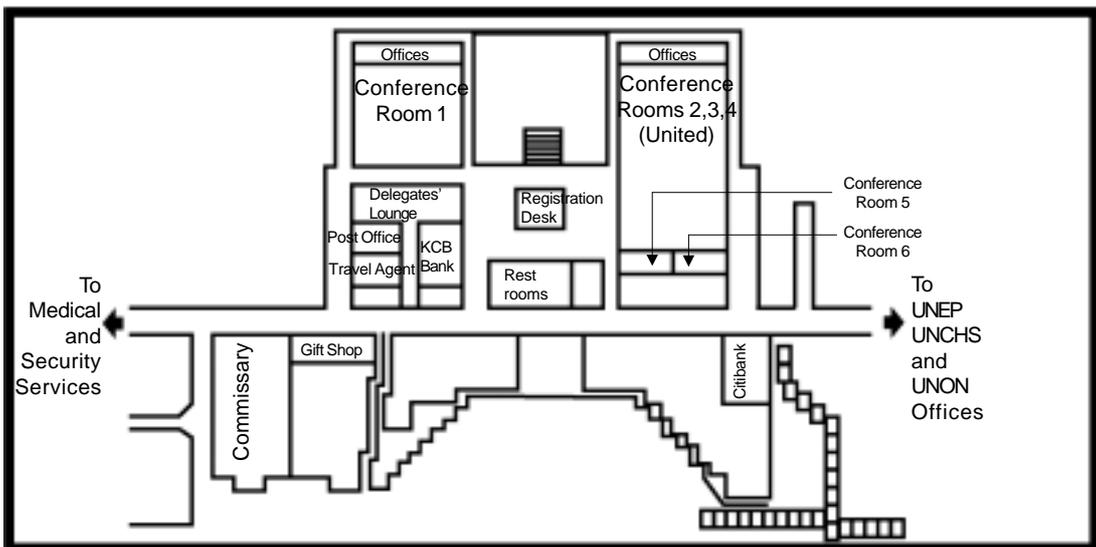
Annex 2

Map of the Conference Area in UNON Complex

UPPER CONCOURSE



LOWER CONCOURSE



Acknowledgements

The Secretariat would like to thank all the Parties and organizations that responded to Notification to the Parties No. 1998/18 (of 27 April 1998), seeking comments regarding problems encountered in the practical and procedural arrangements at past meetings of the Conference of the Parties and suggestions for improvements.

The Secretariat is grateful to Chris Wold of the Centre for International Environmental Law, who provided a draft guide to the Rules of Procedure, and to the Species Survival Network and the CITES Group of Wildlife and Countryside Link, who provided tips for participants at CITES meetings. Their contributions, in an amended form, have been incorporated in this document.

