



## **Guidelines for Media Access and Conduct for CITES Meetings**

*Guidelines on media access and conduct for meetings of the Conference of the Parties and the permanent committees (the Standing Committee and the Animals and Plants Committees) regardless of the format (online, in-person or hybrid) of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)*

### **A. Introduction**

1. The present guidelines apply to media organizations wishing to cover CITES meetings, such as meetings of the Conference of the Parties to CITES (CITES CoP) and its permanent committees. Media organizations include members of the press, including those who are already accredited to the United Nations, who must also comply with these guidelines when reporting from CITES meetings. As required, other guidance or instructions may apply when deemed necessary by the CITES Secretariat or United Nations and other security staff, in conformity with United Nations' rules and regulations.
2. The purpose of these guidelines is to grant as much access as possible to members of the media organizations while safeguarding and protecting the meeting venue and ensuring the safety, security and comfort of all of its occupants: staff, delegates and media alike. While ensuring safety and security is the starting point of CITES Secretariat's policies, it is equally true that media organizations play an essential role and that their ability to cover CITES activities must therefore be facilitated.

### **B. Media accreditation**

3. Media accreditation and registration are required to attend the meetings of the CITES CoP and the permanent committees. Approved media accreditation is valid only for the specified meeting and accreditation dates. See the procedures for media accreditation on the webpage of each meeting. Upon accreditation, members of media accreditation will be automatically registered and receive an email confirmation of registration.

### **C. Eligibility for accreditation**

4. Media accreditation is strictly reserved for members of a bona fide media organization.<sup>1</sup>

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<sup>1</sup> The CITES Secretariat must be satisfied that the individuals applying for accreditation are *bona fide* media professionals and represent *bona fide* media organizations, formally registered as a media organization in a country recognized by the United Nations General Assembly. Media accreditation is not accorded to the information outlets of non-governmental organizations. Applications are considered on a case-by-case basis and accreditation is not automatic. The decisions of the CITES Secretariat are final.

5. Double accreditation, as a media representative and a member of a party or observer delegation, is not permitted. Media officers travelling with a Party or observer delegation must register as a member of the respective delegation. Their activities are subject to the guidelines set out in section G below on the use of cameras and audio/video recording devices.

#### **D. Media badges**

6. Upon arrival at the registration desk of the meeting venue, duly accredited and registered members of media organizations will receive a nominative media badge providing access to the meeting venue which must be carried at all times at the venue. Media badges are not transferable; they may not be loaned to another person at any time. Lost or stolen badges must immediately be reported to the registration desk in the meeting venue.

#### **E. Security and etiquette**

7. Like other meeting participants, members of media organizations, including those with equipment, are subject to security screening when accessing the meeting venue. They shall cooperate with the CITES Secretariat and UN and other security staff at all times, and comply with their requests and instructions regarding access and conduct within the venue, including the use of the facilities.
8. Members of the media are expected to conduct themselves in a professional manner in their interaction with other members of the press, UN staff, and meeting participants.

#### **F. Access to meeting rooms**

9. Unless otherwise decided, members of the media have access to designated areas in open plenary sessions, side events, press conferences, public exhibitions and public spaces. Upon arrival, the Secretariat will inform accredited members of the press of each of the designated areas. Regional preparatory and coordination meetings, working groups, bilateral meetings, UN staff meetings, Bureau meetings and any closed spaces where negotiations are taking place remain closed to and cannot be accessed by members of the press or any media organization.

#### **G. Still photographs and audio/video recordings**

10. Unless otherwise decided, still photographs may be taken from designated photographer's areas in open plenary sessions, in side events, press conferences, public exhibitions and public spaces.
  11. Unless otherwise decided, audio and video recordings may be made from designated areas during the opening and closing ceremony of a meeting of the CoP. The CITES Secretariat will inform accredited members of media organizations of the designated areas. During the plenary sessions of meetings of the permanent committees, audio and video recordings may be made only during the first ten minutes of a session. Members of the media must introduce themselves
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to members of the CITES Secretariat on the podium before the beginning of the session at which they wish to make audio and video recording during the first ten minutes.

12. Audio and video recordings at side events are subject to approval by the organizer, panelists and the Secretariat, must be announced to the audience prior to the beginning of the event, and must be made from designated areas. All other sounds and images must be sought directly from the host broadcaster. Audio and video recordings may also be made in press conferences, public exhibitions and public spaces.
13. These activities should be carried out unobtrusively and without disrupting the activities or movements of other participants or the security provisions of that area.

#### **H. Interviews with CITES Secretariat**

14. Requests for interviews with the CITES Secretariat, including the with Secretary-General, must be made to [cites-media@un.org](mailto:cites-media@un.org) with the specific interview topic(s), list of questions to be addressed during the interview, expected interview duration and medium of publication. The media organization must sign the CITES Secretariat Media Consent Agreement Form before the interview is conducted unless the CITES Secretariat decides otherwise.

#### **I. Measures**

15. Any non-observance of these guidelines will normally be resolved in consultations between the CITES Secretariat and the relevant member of the media organization it represents. It may involve other meeting participants if deemed necessary by the CITES Secretariat.
  16. Kindly note, that, in conformity with applicable UN rules and regulations, the CITES Secretariat and the designated UN and other security staff reserve the right to take the following measures for non-observance of these guidelines or any other activity that violates the principles of the [UN Charter](#), the codes of behaviour and ethics of journalism, or the ethics of the UN:
    - (a) Confiscation of badge;
    - (b) Removal from the premises;
    - (c) Confiscation of unauthorized material;
    - (d) Notification to the authorities of the country where the media representative is registered;
    - (e) Permanent denial of access to CITES meetings;
    - (f) Any other measure falling within their mandate that is deemed appropriate or necessary.
  17. For the purpose of paragraphs 15 and 16, the CITES Secretariat and UN security may act upon a complaint or at their own initiative.
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