

## NOTIFICATION TO THE PARTIES

No. 2018/060

Geneva, 8 June 2018

CONCERNING:

Selection of nominees for chairmanship of committees  
of the Conference of the Parties

- At its 54th meeting (Geneva, October 2006), the Standing Committee agreed on a procedure for the selection of nominees for chairmanship of the committees at meetings of the Conference of the Parties. A copy of the procedure is annexed to the present Notification.
- The Selection Panel that will review nominations for chairmanship of committees at the 18th meeting of the Conference of the Parties has now been established by the Standing Committee and comprises the following members:

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3. In accordance with the procedure agreed by the Standing Committee, the Secretariat hereby informs the Parties that:
- a) the members of the Panel will be actively seeking proposals for nominees for the committees; and
  - b) Parties should make their proposals to the Panel through the Officer-in-Charge at the CITES Secretariat by 23 September 2018 at the latest.

Annex

Selection of nominees for chairmanship of committees  
of the Conference of the Parties

The procedure for the Standing Committee to select its nominees to chair the committees at meetings of the Conference of the Parties is as follows [as decided at SC54 (Geneva, October 2006)]:

1. The Standing Committee should establish, at least one year in advance of each meeting of the Conference of the Parties, a selection panel for Chairmen of CoP sessional committees, comprising:
  - a) the Chairman and Vice-Chairman of the Standing Committee as *ex officio* members;
  - b) four additional members of the Standing Committee to be chosen by the Standing Committee from regions not otherwise represented, in advance of each meeting of the Conference of the Parties;
  - c) a representative of the Next Host Country as an *ex officio* member; and
  - d) the Secretary-General as an *ex officio* member.
2. Unless the selection panel decides otherwise, the Chairman of the Standing Committee should serve as its Chairman.
3. On behalf of the Standing Committee, the Secretariat should send a Notification to the Parties to announce that, in preparation for the following meeting of the Conference of the Parties:
  - a) a selection panel for Chairmen of sessional committees of that meeting has been established (including the names and contact details of the members);
  - b) the members of the Panel will be actively seeking proposals for nominees for the committees;
  - c) Parties should make their proposals to the Panel through the Secretary-General not later than eight months before the meeting; and
  - d) the Secretary-General shall inform members of the Panel of all proposals referred to in subparagraph c) above.
4. The members of the selection panel should communicate with each other to share the names of nominees that they have received, and any information about them. They should be guided by the following general principles:
  - a) there is only one strict requirement for nomination, as stated in the Rules of Procedure of the Conference of the Parties, namely that the person to be nominated must be, on first impressions, "capable of impartially expediting the business of the Conference". It is therefore clear that nominees should be impartial and have experience of chairing large, culturally-diverse meetings conducted in more than one language;
  - b) there are also certain other possible characteristics that would give candidates an advantage, including:
    - i) a thorough knowledge of CITES and how it works and experience with one or more aspects of the implementation of CITES;
    - ii) for Committee I, familiarity with biological terminology and with discussions of scientific matters (considering that this Committee deals with matters of a primarily biological nature); and

- iii) proficiency in more than one working language of CITES (preferably including English, since this is used as the working language by the majority of Parties); and
  - c) it has been a tradition to try to find chairmen from different regions of the world so that, as far as possible, the chairmen of the Conference and the committees at each meeting are all from different regions.
5. The selection panel should consult with their short-listed nominees to ensure their willingness to serve and their availability and complete the selection of their nominees for chairmanship of Committee I, Committee II and the Credentials Committee of the CoP five months before the meeting concerned.
  6. The Secretary-General should then inform the members of the Standing Committee of the selected nominees. He should inform the nominees themselves of their selection and arrange the usual briefings for the Chairmen-elect of Committees I and II.
  7. At its meeting immediately before the meeting of the CoP, the Standing Committee should formally confirm the nominations from the selection panel.