

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

CITES Nomenclature Committee (Fauna and Flora)
Geneva (Switzerland), 20 May 2005

WORKING PROCEDURES

1. This document has been prepared by the Nomenclature Committee on the basis of Resolutions Conf. 4.6 (Rev. CoP13), Conf 11.1 (Rev. CoP13) and Conf. 12.11 (Rev. CoP13).

2. The Conference of the Parties has determined the following.

Introduction of new nomenclatural issues

3. The process for updating current standard nomenclatural references and adoption of new ones shall be initiated directly by the Nomenclature Committee on its own initiative or:

- a) by submission of a proposal to the Nomenclature Committee by one or more Parties;
- b) by the Animals or Plants Committee on their own initiative; or
- c) by the Secretariat, on its own initiative or in response to information received from Parties.

[Resolution Conf.11.1 (Rev. CoP13), Annex 3, under RECOMMENDS, paragraph a)]

Guidelines for decision taking and priorities

4. Proposed changes shall be based on recognized taxonomic publications [Resolution Conf.11.1 (Rev. CoP13), Annex 3, under RECOMMENDS, paragraph b)].
5. In the case where a proposed amendment to the nomenclatural status of a taxon is still under discussion, the new taxonomy should not be adopted [Resolution Conf.11.1 (Rev. CoP13), Annex 3, under RECOMMENDS, paragraph b)].
6. The Nomenclature Committee should ensure that the highest priorities in developing the standard reference lists of animal and plant names and synonyms be:
 - a) species names of animals and plants listed at the species level in the Appendices
 - b) generic names of animals and plants listed at the genus or family level in the Appendices and
 - c) family names of animals and plants listed at the family level in the Appendices

[Resolution Conf.11.1 (Rev. CoP13), Annex 3, under RECOMMENDS, paragraph a)]

Communication and reporting

7. The Nomenclature Committee shall report to the Conference of the Parties at its meetings and, if so requested, to the Standing Committee between the meetings of the Conference of the Parties [Resolution Conf.11.1 (Rev. CoP13), Annex 3, under RECOMMENDS, paragraph b)].

8. The Nomenclature Committee shall communicate regularly with the Animals and Plants Committee in order to keep them informed about the progress made [Resolution Conf.11.1 (Rev. CoP13), Annex 3, under RECOMMENDS, paragraph c)].
9. The Nomenclature Committee will discuss taxonomic proposals during its meetings and will present its recommendations to the Animals and Plants Committees for input before submitting them for adoption to the Conference of the Parties [Resolution Conf.11.1 (Rev. CoP13), Annex 3, under RECOMMENDS, paragraph c)].
10. Interim decisions taken by the Nomenclature Committee in conflict situations on an appropriate taxonomic authority for taxa without formally adopted references shall be included in its report to the next CoP, for adoption [Resolution Conf. 12.11 (Rev. CoP13), under RECOMMENDS, paragraph g)].
11. Recommendations for the adoption of checklists should be provided to the Secretariat with citations (and ordering information) [Resolution Conf. 12.11 (Rev. CoP13), under RECOMMENDS, paragraph h)].
12. Recommended changes in the name of a taxon to be used in the Appendices should include an evaluation of the implications for the implementation of the Convention [Resolution Conf. 12.11 (Rev. CoP13), under RECOMMENDS, paragraph i)].

Secretarial and financial assistance

13. 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 [Resolution Conf.11.1 (Rev. CoP13), under RESOLVES, paragraph i)].
14. The Secretariat, to the extent possible, shall provide funding from outside sources to cover the costs of publications prepared by the committees [Resolution Conf.11.1 (Rev. CoP13), Annex 3, under DIRECTS].

Deadlines

15. Any document to be submitted for consideration at the meeting of the Conference of the Parties be communicated to the Secretariat at least 150 days before the meeting [Resolution Conf. 4.6 (Rev. CoP13), under RECOMMENDS, paragraph a)].
16. Report well in time on progress in the Nomenclature Committee's work at each meeting of the Conference of the Parties [Resolution Conf.11.1 (Rev. CoP13), under RESOLVES, Paragraph c)].
17. Final recommendations to update current or adopt new standard nomenclatural references should be made available 150 days prior to every meeting of the Conference of the Parties [Resolution Conf. 11.1 (Rev. CoP13), under RECOMMENDS, paragraph d)]
18. Recommendations for the adoption of checklists should be provided to the Secretariat with citations (and ordering information) at least six months prior the Conference of the Parties [Resolution Conf. 12.11 (Rev. CoP13), under RECOMMENDS, paragraph h)].
19. Recommendations for nomenclatural changes that result in amendment proposals submitted by the Depositary Government should be submitted together to Conferences of the Parties [Resolution Conf. 12.11 (Rev. CoP13), under RECOMMENDS, paragraph f)].