

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



Thirtieth meeting of the Animals Committee  
Geneva (Switzerland), 16-21 July 2018

Administrative and financial matters

RULES OF PROCEDURE

1. This document has been prepared by the Secretariat.

Introduction

2. At its 17th meeting (CoP17, Johannesburg, 2016), the Conference of the Parties adopted the Rules of Procedure for CoP17 (RoP CoP17). The Conference of the Parties also adopted Decisions 17.2, 17.4 and 17.5 directed to the Standing Committee and the Animals and Plants Committees, respectively, as follows:

17.2 *The Standing Committee shall review its Rules of Procedure and align them as closely as possible with the Rules of Procedure of the Conference of the Parties mutatis mutandis.*

17.4 *Based on a proposal prepared by the Secretariat, the Animals and Plants Committees shall review their respective rules of procedure and align them as closely as possible with the Rules of Procedure of the Conference of the Parties and the Standing Committee, taking into account the unique composition and role of the Scientific Committees.*

17.5 *The Animals and Plants Committees shall also identify possible inconsistencies and overlap between Resolution Conf. 11.1 (Rev. CoP17) on Establishment of committees and their own Rules of Procedure and submit to the 70th meeting of the Standing Committee any required revisions to the Resolution for consideration at the 18th meeting of the Conference of the Parties.*

In addition, the Conference of the Parties adopted Decision 17.7 directed to the Secretariat (for the purpose of this document, the relevant text is highlighted):

17.7 *In order to assist the review of the Animals and Plants Committees referred to in Decision 17.4 and 17.5, **the Secretariat shall prepare draft amendments to the Rules of Procedure of the Animals and Plants Committees** and recommend revisions, as appropriate, to Resolution Conf. 11.1 (Rev. CoP17) to address possible inconsistencies and overlap between the Resolution and the Rules of Procedure of the Animals and Plants Committees for consideration at the 29th meeting of the Animals Committee and 23rd meeting of the Plants Committee respectively.*

3. At its 69th meeting (Geneva, November 2017), the Standing Committee revised its Rules of Procedure and aligned them with the Rules of Procedure of the Conference of the Parties.<sup>1</sup> To assist the Animals Committee in completing the task directed to it in Decision 17.4, the Secretariat has prepared a set of draft revised rules

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<sup>1</sup> The rules of procedure of the Standing Committee are available on the CITES website: <https://cites.org/sites/default/files/eng/com/sc/E-SC-RoP-2017.pdf>.

of procedure in accordance with the guidance contained in the Decisions quoted above. The draft is set out in Annex 1 to the present document with the changes indicated. The draft is closely aligned with the revised Rules of Procedure adopted by the Standing Committee. Annex 2 to the present document contains a 'clean' version of the final draft Rules of Procedure proposed by the Secretariat.

4. Document AC30 Doc. 6/PC24 Doc. 6 on the review of the terms of reference of the Animals and Plants Committees as contained in Annex 2 of Resolution Conf. 11.1 (Rev. CoP17) on *Establishment of Committees* addresses Decision 17.5.

#### Background

5. Reference is made to document CoP17 Doc. 11 setting out the background and the objective of the proposed revision agreed by the Standing Committee at its 66th meeting. As instructed by the Conference of the Parties in Decision 17.4, it is important to keep in mind that the Rules of Procedure of the Animals Committee (AC) and of the Plants Committee (PC) need to be aligned as closely as possible with the revised Rules of the Standing Committee, once these have been adopted. At AC29/PC23, the two Committees therefore agreed to put aside this issue until the revised Rules of Procedure for the Standing Committee had been adopted.
6. Prior to this meeting, the Secretariat circulated a draft of the revised rules to all Members and alternate Members of the two Committees by e-mail and invited them to provide comments to the Secretariat by 18 April 2018. A total of ten Members from the two Committees responded. All the comments received have been carefully reviewed and considered in the draft rules of procedure contained in Annexes 1 and 2 to the present document. It should be noted that, except for the reference to the nomenclature expert in the first rule, the draft rules are identical for the two Committees to facilitate their use. Any amendments to the present draft adopted by the Animals Committee will be presented for consideration and adoption by the Plants Committee and *vice versa*.
7. Finally, it should be kept in mind that the Standing Committee, at its 69th meeting, also established an intersessional working group on Rules of Procedure with the mandate to *inter alia* discuss and agree on five outstanding issues<sup>2</sup> in the Rules of Procedure. The results of the Standing Committee's working group will be presented for consideration and possible decision at the 70th meeting of the Standing Committee, and will subsequently need to be reflected in the Rules of Procedure of the Animals and Plants Committees.

#### Main amendments proposed to the Rules of Procedure and comments received

8. As requested by the Conference of the Parties, the Secretariat is proposing a draft set of revised rules that are aligned as closely as possible to the Rules of Procedure of the Conference of the Parties and of the Standing Committee, while also taking into account the relevant provisions of Resolution Conf. 11.1 (Rev. CoP17), current rules and practices, and the unique composition and role of the Scientific Committees. To facilitate the application of the Rules and to align them with the Rules of the Standing Committee, the Secretariat is proposing to reduce the number of Rules with each Rule containing more paragraphs.

#### Representation and attendance

9. Rule 1 concerns the Members of the Committee. In Resolution Conf. 11.1 (Rev. CoP17), Parties have determined the membership of the Animals and Plants Committees and it is therefore redundant to repeat the composition of the membership in the rules. The term 'Acting Members' has been introduced – these are alternate members representing the region in the absence of a Member.
10. It is proposed to align the Rules on observers with the Rules of the Standing Committee. The need for the Chair to approve the participation of observer bodies and agencies (other than intergovernmental organizations) (Rule 4, paragraph 3) is still under discussion in the Standing Committee and remains in the draft rules pending the conclusion of that discussion. If the Rule is deleted and the Chair is no longer approving the participation of observers, the Secretariat will have to approve the participation of observers and this change will need to be reflected in the Rules of Procedures of the Animals and Plants Committees.

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<sup>2</sup> These were Rules 4.3, 14.4, 17.2, 19.1 and 20 in the Rules of Procedure of the Standing Committee. See Summary Record of SC69, page 5.

### Credentials

11. The Secretariat proposes to delete all provisions related to credentials from the draft rules. Credentials are used to provide evidence of authority, normally delegated from the Government to the person attending the meeting on behalf of the Government, in particular at meetings where legally binding decisions are expected to be made. Members and Alternate Members of the Committee have been chosen and elected in their individual capacity. Therefore, they do not need any delegated authority to represent an institution or a Party and hence no credentials or other evidence of authority.
12. With regard to observers, it is the view of the Secretariat that there is no need to request formal letters of credentials for different reasons. With regard to Parties, as of the present meeting, it is only the Head of the CITES Management Authority (i.e. the person authorized to communicate with the Secretariat on behalf of the Management Authority) who can submit the names of delegates for a meeting to the Secretariat. This person is authorized to sign the letter credentials in the current Rules; it is therefore considered that credentials are not necessary.
13. For international organizations and States not Parties to the Convention (Rule 3), the draft rule includes a new provision that the names of persons attending on behalf of such observers shall now be submitted at least 30 days in advance of the meeting, just like for other observer organizations.
14. Finally, international and national non-governmental organizations (NGOs) can only be admitted after approval by the Chair (or the Secretariat if the Rules are changed). Once approved, NGOs receive confirmation that they are allowed to participate in the meeting. This confirmation serves as credentials (Rule 12 in the current Rules reads as follows: *For observers, according to Rule 7 the original of their personal invitation letter by the Chair serves as credentials.*)
15. For these reasons and considering that only Members and Acting Members can vote at the meeting of the Scientific Committees, the Secretariat considers that there is no need to include any provisions on credentials in the Rules of Procedure of the Animals and Plants Committees.

### Officers and the Secretariat

16. The Secretariat proposes to amend Rule 5 on the election of the Chair and Vice-Chair of the Committee to clarify that the Members and Acting Members elect the Chair. The proposed rule is consistent with Resolution Conf. 11.1 (Rev. CoP17). The Secretariat has proposed to move this provision to the text of the Resolution. However, Rule 5 is quite detailed and may not be adequate for the text of the Resolution. As the revision of the Resolution is still underway, the Secretariat proposes to maintain the Rule in the current draft.

### Arrangement of meetings

17. The Secretariat proposes to align Rules 7 to 9 with Rules 8 to 10 of the Rules of Procedure of the Standing Committee, with the necessary amendments due to the difference in the composition of the Animals and Plants Committees compared to the Standing Committee.

### Documents

18. The Secretariat proposes to align the Rules on documents, which include working documents (Rule 10) and information documents (Rule 11) closely with Rules 11 and 12 of the Rules of Procedure of the Standing Committee.

### Declaration of conflict of interest

19. During the consultation with Members of the Animals and Plants Committees on the draft rules of procedure, a Member proposed to copy the provision on the declaration of conflict of interest in paragraph 5 c) iii) of Resolution Conf. 11.1 (Rev. CoP17) and insert it in the Rules of Procedure. The paragraph was considered to be directly relevant for the Rules of Procedure as it affected the ability of Members to vote on a particular subject on the agenda at a specific meeting. It was furthermore suggested to allow any credible source to identify a potential conflict of interest of a Member and draw it to the attention of the Committee through the Secretariat. Finally, given that the Committees and their working groups generally aim to make decisions by consensus, it was suggested that there may be instances where a Member with a conflict of interest could unduly delay or stall the discussions. It was therefore proposed that the Chair should be given the possibility to decide if a Member may take part in the discussion of the subject.

20. Several Members expressed support for the inclusion of a Rule on the declaration of conflict of interest in the Rules of Procedure of the Animals and Plants Committees. Against this background, the Secretariat proposes to include a new Rule 12 on the declaration of conflict of interest, based on the current paragraph 5 c) iii) of Resolution Conf. 11.1 (Rev. CoP17), and including the additional suggestion noted above. Given that matters of conflict of interest are potentially quite sensitive, the Secretariat would invite the Chair to consider that such matters be dealt with in a closed session in accordance with rule 16 of the draft rules of procedure.
21. The proposal to delete paragraph 5 c) iii) of Resolution Conf. 11.1 (Rev. CoP17) has been brought to the attention of the Standing Committee's working group on the matter by the Secretariat for its consideration.

#### Rules of order and debate

22. The Secretariat proposes to amend Rule 13 on quorum to clarify that a quorum is required for a session to take place – not just for decisions to be made. This is equivalent to the Rules of Procedure of the Standing Committee. Otherwise, the Rule remains unchanged.
23. Paragraph 4 of Rule 14 concerns the right to make a point of order. The Secretariat considers that the right to make points of order in the Animals and Plants Committees could be limited to the Members and the Acting Members. However, to align the rule as closely as possible with the Rules of Procedure of the Standing Committee, the Secretariat proposes that Members, Acting and Alternate Members as well as Parties should be entitled to make a point of order. Given that only Members and Acting Members have the right to vote, it is proposed to clarify that a point of order to call for a vote can only be made by Members and Acting Members. A similar proposal is being discussed in the Standing Committee's working group on Rules of Procedure.

#### Working groups

24. Rule 17 contains new rules on working groups based on Rule 17 of the Rules of Procedure of the Standing Committee. It is not foreseen that the Animals and Plants Committees will establish sub-committees. The Secretariat proposes a small deviation in the Rule to give a little more flexibility in the composition of working groups to indicate that the number of observer bodies should normally not exceed the number of Members and Parties.

#### Executive summaries and Summary record

25. Rule 18 on the executive summaries and the summary record has been amended to reflect the changes to the Rules of Procedure of the Standing Committee. For the last sentence of paragraph 1 of Rule 18, the Secretariat had proposed that decisions of the Committee should come into effect on the last day of the meeting at which they were adopted (unless otherwise decided). However, this was not accepted by the Standing Committee and so the Rule remains unchanged for the Animals and Plants Committees as well.

#### Procedure for intersessional decision-making

26. Rule 19 is the same as Rule 20 of the Rules of Procedure of the Standing Committee. This Rule is under consideration by the Standing Committee's working group and is expected to be amended at the 70th meeting of the Standing Committee. The Secretariat proposes to wait for the outcome of this work before proposing further changes to this Rule, recognizing that the existing Rule needs further consideration and amendment.

#### Final provisions

27. The Secretariat is not proposing any changes to the final provisions.

#### Recommendations

28. The Animals Committee is invited to consider and adopt the draft Rules of Procedure contained in Annex 2 to the present document.



## Rules of Procedure for meetings of the Animals Committee

(adopted at the ~~28th meeting AC28~~, Tel Aviv, August 2015, ~~effective from 3 September 2015~~) with proposed amendments).

### Representation and attendance

#### Rule 1

~~The membership~~<sup>1</sup>. Each Member of the Committee shall ~~consist of the regional representatives elected at each meeting of the Conference of the Parties and the specialist on zoological nomenclature elected by the Conference of the Parties. Each regional representative shall be entitled to represent his/her region at meetings of the Committee. The zoological nomenclature specialist appointed by the Conference of the Parties shall also be entitled to participate in meetings of the Committee as a non-voting ex-officio Member.~~

#### Rule 2

~~2.~~ If a ~~regional representative~~<sup>Member</sup> is not present at a meeting or session, his/her alternate shall be entitled to represent the region as the Acting Member.

#### Rule 3

~~Regional representatives or alternate regional representatives replacing a regional representative~~<sup>3</sup>. Only Members and Acting Members chosen by the regions (regional Members) shall have the right to vote.

#### Rule 4

~~Representatives of Parties and alternate regional representatives~~<sup>4</sup>. Alternate Members not replacing a ~~regional representative~~<sup>Member</sup> shall be entitled to be present at meetings of the Committee as observers who shall have the right to participate but not to vote.

#### Rule 2

Parties shall be entitled to be represented at meetings of the Committee by observers who shall have the right to participate but not to vote. Such Parties shall submit the names of these observers to the Secretariat at least seven days before the meeting through the national Management Authority.

#### Rule 3

#### Rule 5

The United Nations, its Specialized Agencies, the International Atomic Energy Agency, as well as any State not a Party to the Convention may also be represented at meetings by observers who shall have the right to participate but not to vote, and shall submit the names of these observers to the Secretariat at least 30 days before the meeting.

#### Rule 4

#### Rule 6

~~All members and all observers referred to in Rules 4 and 5 should inform the Secretariat of their intention to participate at the latest 30 days before the meeting.~~

#### Rule 7

1. ~~The Chair may invite any person~~<sup>Any body</sup> or ~~representative of any body, agency or organization~~<sup>verifiably agency</sup> technically qualified in protection, conservation or management of wild fauna and flora ~~to~~

participate in meetings of the Committee including those carried out in working groups as an observer without the right to vote. The Chair may limit the number of delegates representing which is either:

a) an intergovernmental or a national governmental agency or body; or

b) an international or national non-governmental organization to one for practical reasons, agency or body, including a private sector entity

2. Such invitations will only be possible up to 30 days before the meeting. The list of invited and which has informed the Secretariat of the Convention of its desire to be represented at the meeting by observers shall be permitted to be so represented in the meeting of the Committee. Once admitted, these observers will be published after this deadline. They shall have the right to participate but not to vote. However, the right of any such observer/observers to participate shall/may be withdrawn at any time if so agreed by the Committee in the time period between the publication of this list and the beginning of the meeting. Members present.

3. Any person, body, agency or organization wishing to participate in a meeting of the Committee in accordance with 2. Bodies and agencies referred to in paragraph 1 shall submit a request to the Chair at the latest 30 days before the meeting. This request shall be accompanied by relevant information with regard to the technical qualifications of the person or body.

## **Credentials**

### Rule 8

Any observer representing a State or an organization in a meeting in accordance with Rules 4 and 5, shall have been granted credentials by or on behalf of a proper authority enabling him or her to represent the State or organization before making any intervention in a meeting.

### Rule 9

The credentials required under of this Rule 8 shall/desiring to be presented/represented at the meeting by observers shall submit the names of these observers to the Secretariat of the Convention, together with a translation into one of the working languages if they are not in one of those languages. The Secretariat shall review the credentials and report to the Committee at the earliest opportunity, indicating whether credentials have been presented for each participant according to Rules 4 and 5 and the form of the credentials received, drawing attention to any potential problems. at least 30 days before the meeting, and provide:

### Rule 10

On the basis of the report of the Secretariat, the Committee shall decide whether to accept the credentials presented and whether any of them requires further review by regional representatives of the Committee. In the latter case, a Credentials Committee of not more than two regional representatives or alternate regional representatives from the Committee shall examine the credentials requiring further review and shall report thereon at the meeting. Credentials in the form of a letter from the Ministry for Foreign Affairs or the Ministry responsible or the Director of the Management Authority, or a *note verbale* from a permanent mission may be accepted. Verifiable copies of credentials may also be accepted. Credentials shall however not be accepted if they have been signed by the person whom they accredit. Credentials may be valid for more than one meeting if this is specified in the text thereof.

### Rule 11

Pending a decision on their credentials, observers representing a State or an organization according to Rules 4 and 5 may participate provisionally in the meeting.

a) evidence of the approval of the State in which it is located in the case of a national non-governmental body or agency; or

b) evidence that it has a legal persona and an international character, and a relevant remit and programme of activities in the case of an international non-governmental body or agency, unless it has already been registered by the Secretariat.

3. The Secretariat shall forward each request received and relevant information to the Chair for approval.

## Rule 12

~~For observers, according to Rule 7 the original of their personal invitation letter by the Chair serves as credentials.~~

## **Officers and the Secretariat**

### Rule 5

### Rule 13

1. Immediately following each regular meeting of the Conference of the Parties, the ~~members and alternate members~~Members of the Committee present shall elect its Chair and Vice-Chair from among the Committee.
2. In the absence of a quorum of the ~~members~~Members or their alternates, the election of the Chair and Vice-Chair shall be conducted by the ~~postal communication~~ procedure contained in ~~Rules 32 to 34~~Rule 19, in which case the duties of the Chair shall be discharged by the previous Chair or Vice-Chair *ad interim*.

### Rule 14

2. The Chair shall preside at meetings of the Committee, approve the provisional agenda prepared by the Secretariat and maintain liaison with other CITES committees between meetings of the Committee.

He/she shall represent the Committee as required within the limits of the Committee's mandate, and shall carry out such other functions as may be entrusted to him/her by the Committee.

### Rule 15

3. The Vice-Chair shall assist the Chair in his/her functions, and shall act on his/her behalf at meetings in the absence of the Chair.

### Rule 6

### Rule 16

The Secretariat of the Convention shall service and act as secretary for meetings of the Committee.

However, in the event of a closed session, the meeting shall provide for its own rapporteur, if needed.

## **Arrangement of the meeting**

### Rule 7

## **Meetings**

### Rule 17

~~Meetings~~1. Subject to guidance provided by the Conference of the Parties, meetings of the Committee shall be called at the request of the Chair or of a simple majority of the ~~regional representatives~~Members.

### Rule 18

2. The time and place of meetings shall be determined by the Chair, in consultation with the Secretariat and ~~the Committee, and~~ in accordance with any instructions provided by the Conference of the Parties.

### Rule 19

3. Notice of meetings shall normally be given by the Secretariat at least ~~90~~75 days in advance of the meeting. In case of emergency meetings, notice should be given at least 14 days in advance of the meeting.

## Rule 8

1. Regional Members and Acting Members shall be seated by the region they represent. The Nomenclature expert and the alternate Members shall be seated with the other Members of the Committee.
2. Behind the Members, Acting and Alternate Members and the Nomenclature expert, shall be seated delegations of Parties, as a general rule in accordance with the alphabetical order of the English language names of the Parties they represent. Seating limitations may require that no more than four delegates of any Party be present at plenary sessions.
3. Observers shall be seated in one or more designated areas within the meeting room. Seating limitations may require that no more than two observers from any Observer body or agency be present at plenary sessions.

## Rule 9

1. English, French and Spanish are the working languages of the meetings of the Committee. No working document may be discussed at a meeting unless it has been made available in accordance with Rule 10 in these languages.
2. Documents arising out of the discussion of the foregoing may be discussed provided that copies have been circulated no later than during the session preceding the session at which they are to be discussed.

## Rule 20

3. Interventions made in any of the working languages shall be interpreted into the other two in plenary sessions of the Committee. Interpretation shall normally not be provided in sessions of working groups, unless resources have explicitly been allocated for this by the Conference of the Parties.

## **Documents**

### Rule 10

1. Working documents to be considered at a meeting shall normally be provided to the Secretariat by Parties, or by members of the Committee in one of the working languages, and shall normally be provided at least 60 days before the meeting where they are to be discussed. Whenever possible, they, and should not be limited to longer than 12 pages (not including annexed graphics, maps, illustrations and figures). Documents submitted by Parties should also be submitted to the Chair and to the regional representative(s) of their region.

### Rule 21

~~Non-governmental organizations may provide documents through the CITES Management Authority of the Party where they are located. However, international non-governmental organizations, recognized under the provisions applied at meetings of the Conference of the Parties, may send documents to the CITES Secretariat. In both cases the decision to distribute these documents shall be taken by the Secretariat in consultation with the Chair.~~

~~These documents should also be submitted to the Chair and to the member(s) representing the region.~~

### Rule 22

- ~~12.~~ At least 45 days before each meeting of the ~~Animals~~ Committee, the Secretariat shall:
  - ~~to the extent possible place on its website, in the language in which they have been received,;~~
  - a) all documents submitted by any member, Member or Party or international non-governmental organization, or submitted by an observer at the request of the Chair in the language in which they have been received; and
  - ~~b) provide and distribute printed copies of documents for the meeting to all members and alternate members of the Committee who request them.~~

2 b) documents prepared by the Secretariat.

3. At least 14 days before each meeting of the ~~Animals~~ Committee, the Secretariat shall, to the extent possible, place on its website in the three working languages all documents mentioned in ~~Rule 20 and paragraph 1.a) of Rule 22 above~~ the present Rule.

#### Rule 11

~~3. When~~ 1. Information documents on the protection, conservation or management of wild fauna and flora may be submitted for information purposes only by:

a) a Member, an alternate Member, a Party or any observer representing a State not Party to the Convention or an intergovernmental organization;

b) any observer representing any other organization; and

c) the Secretariat ~~believes that a Party may be directly affected by any discussion of a~~

2. No approval is required for the distribution of such materials. However, they shall clearly identify who is presenting them.

3. Information documents from Members, Parties, States not Party to the Convention and observers referred to in paragraph 1 of this Rule may, on request, be made available by the Secretariat. Any paper copies shall be made available in sufficient numbers for distribution. Information documents presented by Members, Parties and by the Secretariat relating to specific items on the agenda shall be numbered by the Secretariat and included in its list of official documents.

4. The CITES logo may not be used on information materials and other material unless explicitly authorized by the CITES Secretariat.

5. Any Member or Party may complain to the Secretariat if an information document ~~to be~~ that has been distributed is considered offensive.

#### Declaration of conflict of interest

#### Rule 12

by the ~~Each~~ Member shall, at the beginning of each meeting of the Committee, it shall alert the Party concerned and inform it where the document may be viewed on the CITES website. It shall provide printed documents to all Parties ~~declare any financial interests that request them~~ he or she considers calls into question his or her impartiality, objectivity or independence regarding any subject on the agenda for that meeting of the Committee. A conflict of interest may also be identified by any credible source and brought to the attention of the Committee through the Secretariat. If a Member has such an interest, he or she may take part in discussions at the discretion of the Chair, but not in the decision-making regarding the agenda item in question. If the Member is the subject of the potential conflict of interest, he or she shall not chair the meeting or sub-meeting for the agenda item in question.

#### Rules of order and debate

#### Rule 13

#### Rule 23

Documents may also be submitted for information purposes only (Inf. documents). These will not be translated and can not be discussed at the meeting. However, such documents may be referred to, if they relate to the existing Agenda items, but not discussed.

#### Rule 24

A quorum for a meeting shall consist of six regional ~~representatives or alternate regional representatives (when replacing a representative)~~ Members or Acting Members from at least four regions. No ~~decision~~ session shall be taken at a meeting ~~take place~~ in the absence of a quorum.

#### Rule 2514

1. The right to speak shall extend to all ~~members and alternate members and to observers whose credentials are under consideration or have been accepted~~, Members and Acting Members and to observers who have been admitted to the meeting in accordance with Rules ~~4, 51, 2, 3~~ or 74, as well as to the Secretariat.
2. The Chair shall, as a general rule, call upon speakers in the order in which they signify their desire to speak and shall give precedence to the ~~members~~Members and ~~alternate members~~Acting Members of the Committee. Amongst observers, precedence shall be given to representatives of Parties, non-Party States, intergovernmental organizations and non-governmental organizations, in this order. However, the Chair may depart from this general rule and call on speakers in the order that he/she judges appropriate to ensure the timely progress of the debate.
3. Participants shall speak only if called upon by the Chair, who may call a speaker to order if his/her remarks are not relevant to the subject under discussion.
4. A speaker shall not be interrupted except on a point of order: which can be made only by Members, Acting and Alternate Members and Parties. He/she may, however, with the permission of the Chair, give way during his/her intervention to allow any other participant to request elucidation on a particular point. Only Members and Acting Members shall have the right to make a point of order to call for a vote.
5. The Chair of another committee or a working group may be accorded precedence for the purpose of explaining the conclusion arrived at by that committee or working group.
6. The Committee may, on a proposal by the Chair or by a ~~member~~Member, limit the time to be allowed to each speaker and the number of times the ~~members~~Members, alternate ~~members~~Members or observers may speak on any question. When the debate is subject to such limits, and a speaker has spoken for his/her allotted time, the Chair shall call him/her to order without delay.
7. During the course of a debate the Chair may announce the list of speakers and, with the consent of the Committee, declare the list closed. He/she may, however, accord the right of reply to any participant if an intervention delivered after he/she has declared the list closed makes this desirable.

#### Rule 2615

~~Decisions of the 1.~~ The Committee shall be taken as far as possible take decisions by consensus unless a vote is requested by. Whenever the Committee fails to reach consensus, the Chair, or by regional representativesMembers or ~~alternate regional representatives (when replacing a representative)~~Acting Members from at least two regions. may propose that the adoption of the decision be put to a vote.

#### Rule 27

2. In the case of a vote, the decision of the Committee shall be taken by a simple majority of the ~~regional representatives~~Members and Acting Members casting an affirmative or ~~alternate regional representatives voting negative vote.~~ In the case of a tie, the motion shall be considered as rejected.

#### Rule 28

#### 16

At the request of the Chair or of any ~~regional representative~~Member, the Committee shall decide by a vote whether the discussion of any particular subject shall be held in closed session; any such vote shall be decided by a simple majority in accordance with paragraph 2 of Rule 15. Parties represented at the meeting by observers shall be entitled to be represented at closed sessions.

#### Working groups

#### Rule 17

1. The Committee may establish such in-session and intersessional working groups as may be necessary for the Committee to carry out its functions. Such working groups shall normally work electronically unless the Committee or the Conference of the Parties have determined otherwise. For each working group, the

Committee shall define the terms of reference, in accordance with relevant Resolutions and Decisions of the Conference of the Parties and shall determine the composition of the working group, striving to achieve regional balance. The membership of each working group shall be limited to the Members and Parties and to those observer bodies and agencies with expertise on the matter invited by the Chair to join the working group. The Chair shall aim to ensure a fair and balanced representation of Members, Parties and observer bodies and agencies; the number of observer bodies and agencies should normally not exceed the number of Members and Parties.

2. Intersessional working groups should normally conclude their work at the last regular meeting of the Committee preceding a meeting of the Conference of the Parties. Any Member or observer wishing to join or withdraw from an intersessional working group should make the request in writing to the Chair of the Committee through the Secretariat. Unless appointed by the Chair of the Committee, each working group shall elect its own officers, whenever possible from among the Members and alternate Members of the Committee.
3. Subject to resource constraints, the Secretariat shall provide support and guidance to intersessional working groups.
4. Insofar as they are applicable, these Rules shall apply *mutatis mutandis* to the proceedings of working groups.

### **Executive summary and summary record**

#### Rule 18

#### Rule 29

1. A concise executive summary of the decisions of the Committee shall be prepared by the ~~Secretary~~Secretariat for endorsement by the Committee before the closure of the meeting. However, the executive summary of the last day of each meeting shall be sent by email to the ~~members and alternate regional representatives (when replacing a representative)~~Members and Acting Members for endorsement after the meeting. The decisions of the Committee shall come into effect upon endorsement of the executive summary in which they are contained.

#### Rule 30

- A2. A consolidated summary record of each meeting shall be prepared in the three working languages by the ~~Secretary~~Secretariat and ~~sent to~~made available on the ~~members, alternate members and Parties represented at the meeting~~CITES website within 40 days. This shall be presented in the order of the agenda and comprise three parts for each agenda item: a short statement indicating the main points of the discussion; the text indicating the decision that was made, as it appears in the executive summary; and the text of any statement provided by any ~~member~~Member, Acting Members, alternate ~~member~~Member or the observer from any Party that was read into the record during the meeting. ~~The names of the members, alternate members, and observers participating~~The participants in the debate shall be also included at the end of each topic. The ~~Secretary~~Secretariat shall take into account the comments received within 20 days of the circulation and ~~shall communicate~~ upon approval of the Chair of the Committee – the Secretariat shall make the final summary record ~~to members, alternate members and all Parties after it is approved by the Chair~~available on the website of the Convention.

#### Rule 31

- ~~1. The working languages of the meetings of the Committee shall be English, French and Spanish and no working document shall be discussed at a meeting unless it has been made available in accordance with Rules 21, 22 and 23 in these languages, or has been verbally presented at the meeting in the three working languages of the Committee.~~
- ~~2. Documents arising out of the discussion of the foregoing may be discussed provided that copies have been circulated no later than during the session preceding the session at which they are to be discussed.~~

### **Communication procedure**

3. The Secretariat shall make and keep a sound recording of the audio of all plenary sessions of the Committee, and shall make the recordings available to any Party upon request.

## Procedure for intersessional decision-making

### Rule 3219

~~Any member~~<sup>1.</sup> Where the urgency of the matter requires a decision to be made between regular meetings of the Committee, a Member or the Secretariat may submit a ~~proposal~~<sup>recommendation</sup> to the Chair for a decision by ~~postal~~<sup>email</sup> procedure or using any other electronic procedure. ~~The~~ ~~which has been agreed by the Committee.~~ ~~With the approval of the Chair~~ ~~shall send the proposal to,~~ the Secretariat ~~for communications~~<sup>shall communicate any such recommendation</sup> to the ~~members~~<sup>Members</sup>, who shall comment within 40 days of the communication of the ~~proposal~~<sup>recommendation</sup>; any comments received by the Secretariat within this time limit shall also be so communicated to the ~~members~~<sup>Members</sup>.

### Rule 33

~~If no objection from a regional representative~~<sup>2.</sup> ~~Members may object~~ to a ~~proposal~~ ~~is received by the Secretariat~~<sup>recommendation</sup> within 25 days of the date when the results of the consultation on the ~~proposal~~<sup>recommendation</sup> were communicated to the ~~members~~<sup>Members</sup>. ~~If no objection is received by the Secretariat within the deadline,~~ the proposal shall be considered as adopted, and notice of the adoption shall be given to all ~~members~~<sup>Members and Parties</sup>.

### Rule 34

<sup>3.</sup> If any regional ~~representative~~<sup>Member</sup> objects to a proposal within the applicable time limit, the proposal shall be put to a vote: ~~by email or using any electronic procedure which has been agreed to by the Committee.~~ The ~~proposal~~<sup>recommendation</sup> shall be considered as decided ~~if supported~~ by a simple majority of the regional ~~representatives~~<sup>Members casting an affirmative or negative vote within 14 days of the notification of the vote provided that votes are received from at least six regional Members from at least four regions.</sup> ~~If insufficient votes are received or~~ no majority is achieved, the ~~proposal~~<sup>recommendation</sup> shall be referred to the next meeting of the Committee.

## **Final Provisions**

### Rule 3520

In matters not covered by the present Rules, the Rules of Procedure currently in effect for meetings of the Conference of the Parties shall apply *mutatis mutandis*.

### Rule 3621

These Rules shall come into force on adoption by the Committee, and shall remain valid for each of its meetings unless amended by decision of the Committee.



## Rules of Procedure for meetings of the Animals Committee

(adopted at the AC28, Tel Aviv, August 2015 with proposed amendments)

### Representation and attendance

#### Rule 1

1. Each Member of the Committee shall be entitled to represent his/her region at meetings of the Committee. The zoological nomenclature specialist appointed by the Conference of the Parties shall also be entitled to participate in meetings of the Committee as a non-voting *ex-officio* Member.
2. If a Member is not present at a meeting or session, his/her alternate shall be entitled to represent the region as the Acting Member.
3. Only Members and Acting Members chosen by the regions (regional Members) shall have the right to vote.
4. Alternate Members not replacing a Member shall be entitled to be present at meetings of the Committee as observers who shall have the right to participate but not to vote.

#### Rule 2

Parties shall be entitled to be represented at meetings of the Committee by observers who shall have the right to participate but not to vote. Such Parties shall submit the names of these observers to the Secretariat at least seven days before the meeting through the national Management Authority.

#### Rule 3

The United Nations, its Specialized Agencies, the International Atomic Energy Agency, as well as any State not a Party to the Convention may also be represented at meetings by observers who shall have the right to participate but not to vote, and shall submit the names of these observers to the Secretariat at least 30 days before the meeting.

#### Rule 4

1. Any body or agency technically qualified in protection, conservation or management of wild fauna and flora which is either:
  - a) an intergovernmental or a national governmental agency or body; or
  - b) an international or national non-governmental agency or body, including a private sector entity

and which has informed the Secretariat of the Convention of its desire to be represented at the meeting by observers shall be permitted to be so represented in the meeting of the Committee. Once admitted, these observers shall have the right to participate but not to vote. However, the right of any such observers to participate may be withdrawn at any time if so agreed by the Members present.
2. Bodies and agencies referred to in paragraph 1 of this Rule desiring to be represented at the meeting by observers shall submit the names of these observers to the Secretariat of the Convention at least 30 days before the meeting, and provide:
  - a) evidence of the approval of the State in which it is located in the case of a national non-governmental body or agency; or
  - b) evidence that it has a legal persona and an international character, and a relevant remit and programme of activities in the case of an international non-governmental body or agency, unless it has already been registered by the Secretariat.

3. The Secretariat shall forward each request received and relevant information to the Chair for approval.

## **Officers and the Secretariat**

### Rule 5

1. Immediately following each regular meeting of the Conference of the Parties, the Members of the Committee present shall elect its Chair and Vice-Chair from among the Committee. In the absence of a quorum of the Members or their alternates, the election of the Chair and Vice-Chair shall be conducted by the communication procedure contained in Rule 19, in which case the duties of the Chair shall be discharged by the previous Chair or Vice-Chair *ad interim*.
2. The Chair shall preside at meetings of the Committee, approve the provisional agenda prepared by the Secretariat and maintain liaison with other CITES committees between meetings of the Committee. He/she shall represent the Committee as required within the limits of the Committee's mandate, and shall carry out such other functions as may be entrusted to him/her by the Committee.
3. The Vice-Chair shall assist the Chair in his/her functions, and shall act on his/her behalf at meetings in the absence of the Chair.

### Rule 6

The Secretariat of the Convention shall service and act as secretary for meetings of the Committee. However, in the event of a closed session, the meeting shall provide for its own rapporteur, if needed.

## **Arrangement of the meeting**

### Rule 7

1. Subject to guidance provided by the Conference of the Parties, meetings of the Committee shall be called at the request of the Chair or of a simple majority of the Members.
2. The time and place of meetings shall be determined by the Chair, in consultation with the Secretariat and in accordance with any instructions provided by the Conference of the Parties.
3. Notice of meetings shall normally be given by the Secretariat at least 75 days in advance of the meeting. In case of emergency meetings, notice should be given at least 14 days in advance of the meeting.

### Rule 8

1. Regional Members and Acting Members shall be seated by the region they represent. The Nomenclature expert and the alternate Members shall be seated with the other Members of the Committee.
2. Behind the Members, Acting and Alternate Members and the Nomenclature expert, shall be seated delegations of Parties, as a general rule in accordance with the alphabetical order of the English language names of the Parties they represent. Seating limitations may require that no more than four delegates of any Party be present at plenary sessions.
3. Observers shall be seated in one or more designated areas within the meeting room. Seating limitations may require that no more than two observers from any Observer body or agency be present at plenary sessions.

### Rule 9

1. English, French and Spanish are the working languages of the meetings of the Committee. No working document may be discussed at a meeting unless it has been made available in accordance with Rule 10 in these languages.
2. Documents arising out of the discussion of the foregoing may be discussed provided that copies have been circulated no later than during the session preceding the session at which they are to be discussed.

3. Interventions made in any of the working languages shall be interpreted into the other two in plenary sessions of the Committee. Interpretation shall normally not be provided in sessions of working groups, unless resources have explicitly been allocated for this by the Conference of the Parties.

## **Documents**

### Rule 10

1. Working documents to be considered at a meeting shall be provided to the Secretariat in one of the working languages and shall normally be provided at least 60 days before the meeting where they are to be discussed, and should not be longer than 12 pages.
2. At least 45 days before each meeting of the Committee, the Secretariat shall to the extent possible place on its website:
  - a) all documents submitted by any Member or Party or submitted by an observer at the request of the Chair in the language in which they have been received; and
  - b) documents prepared by the Secretariat.
3. At least 14 days before each meeting of the Committee, the Secretariat shall, to the extent possible, place on its website in the three working languages all documents mentioned in the present Rule.

### Rule 11

1. Information documents on the protection, conservation or management of wild fauna and flora may be submitted for information purposes only by:
  - a) a Member, an alternate Member, a Party or any observer representing a State not Party to the Convention or an intergovernmental organization;
  - b) any observer representing any other organization; and
  - c) the Secretariat.
2. No approval is required for the distribution of such materials. However, they shall clearly identify who is presenting them.
3. Information documents from Members, Parties, States not Party to the Convention and observers referred to in paragraph 1 of this Rule may, on request, be made available by the Secretariat. Any paper copies shall be made available in sufficient numbers for distribution. Information documents presented by Members, Parties and by the Secretariat relating to specific items on the agenda shall be numbered by the Secretariat and included in its list of official documents.
4. The CITES logo may not be used on information materials and other material unless explicitly authorized by the CITES Secretariat.
5. Any Member or Party may complain to the Secretariat if an information document that has been distributed is considered offensive.

## **Declaration of conflict of interest**

### Rule 12

Each Member shall, at the beginning of each meeting of the Committee, declare any financial interests that he or she considers calls into question his or her impartiality, objectivity or independence regarding any subject on the agenda for that meeting of the Committee. A conflict of interest may also be identified by any credible source and brought to the attention of the Committee through the Secretariat. If a Member has such an interest, he or she may take part in discussions at the discretion of the Chair, but not in the decision-making regarding the agenda item in question. If the Member is the subject of the potential conflict of interest, he or she shall not chair the meeting or sub-meeting for the agenda item in question.

## **Rules of order and debate**

### Rule 13

A quorum for a meeting shall consist of six regional Members or Acting Members from at least four regions. No session shall be take place in the absence of a quorum.

### Rule 14

1. The right to speak shall extend to all Members and Acting Members and to observers who have been admitted to the meeting in accordance with Rules 1, 2, 3 or 4, as well as to the Secretariat.
2. The Chair shall, as a general rule, call upon speakers in the order in which they signify their desire to speak and shall give precedence to the Members and Acting Members of the Committee. Amongst observers, precedence shall be given to representatives of Parties, non-Party States, intergovernmental organizations and non-governmental organizations, in this order. However, the Chair may depart from this general rule and call on speakers in the order that he/she judges appropriate to ensure the timely progress of the debate.
3. Participants shall speak only if called upon by the Chair, who may call a speaker to order if his/her remarks are not relevant to the subject under discussion.
4. A speaker shall not be interrupted except on a point of order which can be made only by Members, Acting and Alternate Members and Parties. He/she may, however, with the permission of the Chair, give way during his/her intervention to allow any other participant to request elucidation on a particular point. Only Members and Acting Members shall have the right to make a point of order to call for a vote.
5. The Chair of another committee or a working group may be accorded precedence for the purpose of explaining the conclusion arrived at by that committee or working group.
6. The Committee may, on a proposal by the Chair or by a Member, limit the time to be allowed to each speaker and the number of times the Members, alternate Members or observers may speak on any question. When the debate is subject to such limits, and a speaker has spoken for his/her allotted time, the Chair shall call him/her to order without delay.
7. During the course of a debate the Chair may announce the list of speakers and, with the consent of the Committee, declare the list closed. He/she may, however, accord the right of reply to any participant if an intervention delivered after he/she has declared the list closed makes this desirable.

### Rule 15

1. The Committee shall as far as possible take decisions by consensus. Whenever the Committee fails to reach consensus, the Chair, or Members or Acting Members from at least two regions may propose that the adoption of the decision be put to a vote.
2. In the case of a vote, the decision of the Committee shall be taken by a simple majority of the Members and Acting Members casting an affirmative or negative vote. In the case of a tie, the motion shall be considered as rejected.

### Rule 16

At the request of the Chair or of any Member, the Committee shall decide by a vote whether the discussion of any particular subject shall be held in closed session; any such vote shall be decided in accordance with paragraph 2 of Rule 15. Parties represented at the meeting by observers shall be entitled to be represented at closed sessions.

## **Working groups**

### Rule 17

1. The Committee may establish such in-session and intersessional working groups as may be necessary for the Committee to carry out its functions. Such working groups shall normally work electronically unless the Committee or the Conference of the Parties have determined otherwise. For each working group, the

Committee shall define the terms of reference, in accordance with relevant Resolutions and Decisions of the Conference of the Parties and shall determine the composition of the working group, striving to achieve regional balance. The membership of each working group shall be limited to the Members and Parties and to those observer bodies and agencies with expertise on the matter invited by the Chair to join the working group. The Chair shall aim to ensure a fair and balanced representation of Members, Parties and observer bodies and agencies; the number of observer bodies and agencies should normally not exceed the number of Members and Parties.

2. Intersessional working groups should normally conclude their work at the last regular meeting of the Committee preceding a meeting of the Conference of the Parties. Any Member or observer wishing to join or withdraw from an intersessional working group should make the request in writing to the Chair of the Committee through the Secretariat. Unless appointed by the Chair of the Committee, each working group shall elect its own officers, whenever possible from among the Members and alternate Members of the Committee.
3. Subject to resource constraints, the Secretariat shall provide support and guidance to intersessional working groups.
4. Insofar as they are applicable, these Rules shall apply *mutatis mutandis* to the proceedings of working groups.

### **Executive summary and summary record**

#### Rule 18

1. A concise executive summary of the decisions of the Committee shall be prepared by the Secretariat for endorsement by the Committee before the closure of the meeting. However, the executive summary of the last day of each meeting shall be sent by email to the Members and Acting Members for endorsement after the meeting. The decisions of the Committee shall come into effect upon endorsement of the executive summary in which they are contained.
2. A consolidated summary record of each meeting shall be prepared in the three working languages by the Secretariat and made available on the CITES website within 40 days. This shall be presented in the order of the agenda and comprise three parts for each agenda item: a short statement indicating the main points of the discussion; the text indicating the decision that was made, as it appears in the executive summary; and the text of any statement provided by any Member, Acting Members, alternate Member or the observer from any Party that was read into the record during the meeting. The participants in the debate shall be also included at the end of each topic. The Secretariat shall take into account the comments received within 20 days of the circulation and – upon approval of the Chair of the Committee – the Secretariat shall make the final summary record available on the website of the Convention.
3. The Secretariat shall make and keep a sound recording of the audio of all plenary sessions of the Committee, and shall make the recordings available to any Party upon request.

### **Procedure for intersessional decision-making**

#### Rule 19

1. Where the urgency of the matter requires a decision to be made between regular meetings of the Committee, a Member or the Secretariat may submit a recommendation to the Chair for a decision by email procedure or using any other electronic procedure which has been agreed by the Committee. With the approval of the Chair, the Secretariat shall communicate any such recommendation to the Members, who shall comment within 40 days of the communication of the recommendation; any comments received by the Secretariat within this time limit shall also be so communicated to the Members.
2. Members may object to a recommendation within 25 days of the date when the results of the consultation on the recommendation were communicated to the Members. If no objection is received by the Secretariat within the deadline, the proposal shall be considered as adopted, and notice of the adoption shall be given to all Members and Parties.

3. If any regional Member objects to a proposal within the applicable time limit, the proposal shall be put to a vote by email or using any electronic procedure which has been agreed to by the Committee. The recommendation shall be considered as decided if supported by a simple majority of the regional Members casting an affirmative or negative vote within 14 days of the notification of the vote provided that votes are received from at least six regional Members from at least four regions. If insufficient votes are received or no majority is achieved, the recommendation shall be referred to the next meeting of the Committee.

## **Final Provisions**

### Rule 20

In matters not covered by the present Rules, the Rules of Procedure currently in effect for meetings of the Conference of the Parties shall apply *mutatis mutandis*.

### Rule 21

These Rules shall come into force on adoption by the Committee, and shall remain valid for each of its meetings unless amended by decision of the Committee.