

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

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Fiftieth meeting of the Standing Committee  
Geneva (Switzerland), 15-19 March 2004

Strategic and administrative matters

ROLE OF THE SECRETARIAT IN DIALOGUE MEETINGS

Terms of reference for Dialogue meetings

Chairman

1. The representatives of the range States at each Dialogue meeting shall elect a Chairman.

Vice-Chairmen

2. Vice-Chairmen for each meeting shall be elected to represent the sub-regions, if any, with extant populations of the species concerned, from among nominations provided by the representatives of each sub-region at the meeting.

Representatives

3. Government officials of range States of the species concerned who are designated to represent these States, may participate in Dialogue meetings.

Observers

4. Countries that have contributed financially to the holding of a meeting may be represented at that meeting by officials from their governments.
5. The Secretary may invite, as appropriate, technical experts to attend a meeting.

Agenda

6. The Secretary shall distribute a provisional agenda in advance of the meeting to all representatives of range States, who shall adopt an agenda at the start of each meeting.

Majority

7. Decisions at meetings shall as far as possible be adopted by consensus, or otherwise be adopted by a simple majority of the range States represented.

Secretary

8. The CITES Secretariat, and IUCN in its technical advisory capacity, shall serve as the Secretary of the meetings. The role of the Secretary will be to convene, coordinate and facilitate the meetings.

### Media

9. Participants should not communicate with the media (or with non-governmental organizations who are not participating in the Dialogue) concerning the discussions taking place during meetings. Participants may agree to provide a media briefing at the end of each meeting, reflecting the outcome.

### Communiqué

10. A communiqué from each meeting shall be drafted by the Secretary in consultation with the Chairman and Vice-Chairmen, and proposed for adoption by representatives. Such communiqués, if adopted, shall serve as the official record of the outcome of meetings, and shall be made available in the three working languages of the Convention. Communiqués shall be formally presented at the following meeting of the Conference of the Parties to CITES.

### Amendment of these terms of reference

11. The Standing Committee may amend these terms of reference on its own initiative or on a proposal from a Dialogue meeting.