

NOTIFICATION TO THE PARTIES

No. 2025/112

Geneva, 3 October 2025

CONCERNING:

TWENTIETH MEETING OF THE CONFERENCE OF THE PARTIES

Measures to enhance meeting efficiency

1. This Notification has been prepared by the Secretariat in consultation with the nominees for Chair of the Conference and for Chairs of Committee I and Committee II of the Conference of the Parties to inform participants about measures for the upcoming 20th meeting of the Conference of the Parties (CoP20).
2. To help Parties and observer organizations prepare for the meeting, the Secretariat has published the [draft working programme](#) and notes that this may change early November 2025 after the briefing of the nominees for Chairs of Committees I and II. The Secretariat has also now included its comments on all working documents.
3. The agenda of CoP meetings have grown significantly in scope and complexity in recent years. The provisional agenda of CoP20 has 114 items and 149 working documents and 51 amendment proposals are to be considered by the Conference. Time management is therefore critical for the smooth running of the CoP.
4. To facilitate the efficient progression of discussions and to allocate time for all agenda items to be discussed, in consultation with the nominees for Chairs of the Conference, Committee I and Committee II, the Secretariat proposes to implement several measures.

a) Introduction of documents:

- i) *For proposals to amend the Appendices*, proponents are strongly encouraged to keep the introduction to **5 minutes** and to focus on key information in the supporting statement relating to the criteria, as well as any additional relevant information.
- ii) *For working documents submitted by the Animals, Plants or Standing Committees or by the Secretariat*, there will be **no introduction** unless there is an update since the time the document has been posted on the CITES website (time limit of 2 minutes). The Chair will announce the agenda title and document number; briefly summarize the recommendations, and then open the floor.
- iii) *For working documents submitted by Parties*, Parties are strongly encouraged to keep the introduction to **3 minutes**, focusing on the recommendations.

Secretariat of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)

Postal address:
CITES Secretariat
Palais des Nations
Avenue de la Paix 8-14
1211 Geneva 10, Switzerland

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- b) Intervention time limits:** To ensure efficient discussions, interventions must be concise and focus on the essential points. In accordance with Rule 18 of the Rules of Procedure, “the Presiding Officer may [...] propose: a) time limits for speakers; b) limitation of the number of times the members of a delegation or the observers from a State not a Party, body or agency may speak on any question.” Speaking time will generally be limited to **3 minutes for Parties** and to **2 minutes for observer organizations**.

To adhere to the time limits without compromising clarity, participants may wish to consider the following:

- Avoid formalities, such as congratulating or thanking the Committee Chairs.
- Express alignment with previous interventions succinctly without repetition.
- Observer organizations are encouraged to collaborate with others and deliver consolidated interventions whenever feasible.
- Participants may read simple, concise edits from the floor provided they remain within the allotted time limit. Complex or lengthy editorial suggestions should be submitted in writing as information documents to ensure clarity and efficient discussion, preferably a session prior to the discussion of the item. The Secretariat encourages Parties to focus their edits on substantive (rather than stylistic) changes to draft resolutions, decisions, or other texts.
- Avoid speaking faster to fit within the time limit, as this disrupts the interpretation and may require the intervention to be repeated. It would assist the interpreters if interventions were submitted beforehand, by sending an email to info@cites.org with the agenda item number and title in the subject line.
- Ensure clear audio by speaking directly into the microphone without any obstructions, such as laptops, in the way.

A timer will be used from the start of the meeting, and the Chair may decide to turn off the speaker’s microphone once the allocated time has elapsed. Additional time limits and other intervention restrictions may be imposed at the discretion of the Chair, if necessary.

c) Impromptu changes to the working programme:

In accordance with the Rules of Procedure, the Bureau may decide to adjust the sequence of agenda items on the spot for the current or subsequent session/day, considering the flow of discussions, remaining time, and other factors. If needed, such decisions may also be made on the spot by the CoP and Committee Chairs. As a result, some agenda items may be taken up earlier or later than indicated in the working programme. Parties are kindly requested to be prepared to discuss the agenda items as they arise.