



CONVENTION ON MIGRATORY SPECIES

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MEETING TO CONCLUDE THE MEMORANDUM OF
UNDERSTANDING ON THE CONSERVATION OF
MIGRATORY BIRDS OF PREY UNDER THE
CONVENTION ON MIGRATORY SPECIES
Abu Dhabi, United Arab Emirates, 20-22 October 2008
Agenda Item 2.0

RULES OF PROCEDURE OF THE BIRDS OF PREY MEETING

Part I

Delegates, Observers, Secretariat

Rule 1 - Delegates

- (1) A Range State (hereafter referred to as a "Range State")¹ shall be entitled to be represented at the meeting by a delegation consisting of a Representative and such Alternative Representatives and Advisers as the Range State may deem necessary.
- (2) The Representative of a Range State shall exercise the voting rights of that Range State. In their absence, an Alternative Representative of that Range State shall act in their place of the Representative over the full range of their functions.
- (3) Logistic and other limitations may require that no more than four delegates of any Range State be present at a plenary session and sessions of Working Groups. The Secretariat shall notify Parties, observers and other participants of any such limitations in advance of the meeting.

Rule 2 - Observers

- (1) The United Nations, its Specialized Agencies, the International Atomic Energy Agency and any State not a Range State to the Convention may be represented at the meeting by observers who shall have the right to participate but not to vote.²
- (2) Any body or agency technically qualified in protection, conservation and management of migratory species which is either
 - (a) an international agency or body, either governmental or non-governmental, or a national governmental agency or body; or
 - (b) a national non-governmental agency or body which has been approved for this purpose by the State in which it is located;

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 represented unless at least one-third of the Range

¹ See Article I, paragraph 1 (h) of the Convention. A Range State in relation to a particular migratory species is a State which exercise jurisdiction over any part of the range of that migratory species.

² See Convention, Article VII, paragraph 8.

States present object. Once admitted, these observers shall have the right to participate but not to vote.³

- (3) Bodies and agencies desiring to be represented at the meeting by observers shall submit the names of their representatives (and in the case of bodies and agencies referred to in paragraph (2) (b) of this Rule, evidence of the approval of the State in which they are located) to the Secretariat of the Convention prior to the opening of the meeting.
- (4) Logistic and other limitations may require that no more than two observers from any non-Range State, body or agency be present at a plenary session or a session of the Committee of the Whole of the meeting. The Secretariat shall notify Range States, observers and other participants of any such limitations in advance of the meeting.

Rule 3 – Credentials

- (1) The Representative or any Alternative Representative of a Range State shall be fully authorized to take part in the meeting, to transact all such matters as may pertain to its work, to vote if necessary with the other representatives in accordance with the agreed procedures and to sign the Memorandum of Understanding on behalf of the Government
- (2) Such credentials shall be submitted to the Secretariat of the Convention according to the sample form (or similar to) attached to the invitation to the meeting.
- (3) A Credentials Committee of not more than five Representatives shall examine the credentials and shall report thereon to the meeting. Pending a decision on their credentials, delegates may participate provisionally in the meeting.

Rule 4 - Secretariat

The Secretariat of the Convention, in cooperation with the United Arab Emirates, shall service and act as secretariat for the meeting.

Part II

Officers

Rule 5 - Chairpersons

The Meeting in its inaugural session shall elect from among the representatives of the Range States a Chairperson and a Vice-Chairperson of the Meeting.

Rule 6 - Presiding Officer

- (1) The Chairperson shall preside at all plenary sessions of the meeting.
- (2) If the Chairperson is absent or is unable to discharge the duties of Presiding Officer, the Vice-Chairperson shall deputize.
- (3) The Presiding Officer shall not vote but may designate an Alternative Representative from the same delegation.

Rule 7 – Bureau (Meeting Committee)

- (1) The Chairperson and Vice-Chairperson, the Chairs of ad hoc Working Groups to be established

³ See Convention, Article VII, paragraph 9.

and the Secretariat shall constitute the Bureau of the Meeting with the general duty of forwarding the business of the meeting including, where appropriate, altering the timetable and structure of the meeting and specifying time limits for debates.

- (2) The Presiding Officer shall preside over the Bureau.

Part III

Rules of Order and Debate

Rule 8 – Powers of Presiding Officer

- (1) In addition to exercising powers conferred elsewhere in these Rules, the Presiding Officer shall at plenary sessions of the meeting assure ordinary tasks: open and close the session; direct the discussions; ensure the observance of these Rules; accord the right to speak; seek consensus for decisions; rule on points of order; and subject to these Rules, have complete control of the proceedings of the meeting and the maintenance of order.
- (2) The Presiding Officer may, in the course of discussion at a plenary session of the meeting, propose to the Meeting: time limits for speakers; limitation of the number of times the members of a delegation or the observers from a State not a Range State, body or agency may speak on any question; the closure of the list of speakers; the adjournment or the closure of the debate on the particular subject or question under discussion; and the suspensions or adjournment of the session.

Rule 9 – Seating, Quorum

- (1) Delegations shall be seated in accordance with the alphabetical order of the names of the Range States in the English language.
- (2) A quorum for plenary sessions shall consist of one-half of the Range States having delegations at the meeting.

Rule 10 – Right to Speak

- (1) The Presiding Officer shall call upon speakers in the order in which they signify their desire to speak, with precedence given to the delegates.
- (2) A delegate or observer may speak only if called upon by the Presiding Officer, who may call a speaker to order if the remarks are not relevant to the subject under discussion.
- (3) A speaker shall not be interrupted except on a point of order. The speaker may, however, with the permission of the Presiding Officer, give way during their speech to allow any delegate or observer to request elucidation on a particular point in that speech.
- (4) The Chairperson of a committee or working group may be accorded precedence for the purpose of explaining the conclusions arrived at by that committee or working group.

Rule 11 – Procedure of Vote

- (1) As a general principle the Presiding Officer should seek the consensus of the participants, including the delegates of range states and the observers.

Rule 10 – Right to Speak

- (2) In the absence of consensus, the Presiding Officer may present a motion to vote and ask for holding a ballot in accordance with a simplified procedure he will submit to the participants.

- (3) Only delegates from the range states with valid credentials are allowed to vote. The vote to be effective requires the majority of votes from the voting delegates.

Part IV

Languages and Records

Rule 12 – Official and Working Languages

- (1) The working language of the meeting is English only, but there is simultaneous interpretation into Arabic, Russian and French. The note of the meeting will be issued in English and can be translated into the other languages.
- (2) Speeches made in any of the working languages shall be interpreted into the other working languages.
- (3) The official documents of the meeting shall be distributed in English.

Rule 13 – Other Languages

- (1) A delegate may speak in a language other than a working language. They shall be responsible for providing interpretation into a working language, and interpretation by the Secretariat into the other working languages may be based upon that interpretation.
- (2) Any document submitted to the Secretariat in any language other than a working language shall be accompanied by a translation into one of the working languages.

Rule 14– Summary Records

- (1) Summary records of the meeting shall be made in the official languages of the meeting.
- (2) Committees and working groups shall decide upon the form in which their records shall be prepared.

Part V

Publicity of Debates

Rule 15 – Plenary Sessions

All plenary sessions of the meeting shall be open to the public, except that in exceptional circumstances the Meeting may decide, by a two-thirds majority of Representatives present and voting, that any single session be closed to the public.

Rule 16 – Sessions of Committees and Working Groups

As a general rule, sessions of committees and working groups shall be limited to the delegates and to observers invited by the Chairpersons of the committees or working groups.

Part VI

Committees and Working Groups

Rule 17– Establishment of Committees and Working Groups

- (1) In addition to the Credentials Committee, the Meeting of the Range States may establish any appropriate Working Groups as agreed by the plenary.
- (2) The Meeting and the Working Groups may establish such sub-committees as may be necessary to enable them to carry out their functions. They shall define the terms of reference and composition of each sub-committee, the size of which shall be limited according to the number of places available in assembly rooms.
- (3) The Credentials Committee and each working group shall elect their own officers.

Rule 18 – Procedure

Insofar as they are applicable, these Rules shall apply *mutatis mutandis* to the proceedings of committees and working groups; however, interpretation may not be provided in sessions of the committees and working groups.

Part VIII

Amendment

Rule 19

These rules may be amended as required by decision of the Meeting.