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Logistics & planning for COP12

23-28 OCTOBER 2017
MANILA • PHILIPPINES



Narelle Montgomery
Dept of the Environment and Energy
28-30 August 2017
Brisbane, Australia



Before the meeting

As soon as you have received your invitation...

- Determine your country's priorities in terms of species, emerging conservation issues and related future policies through a revision of the national implementation plan (NIP).
- Inform yourself about the **Rules of Procedure** such as deadlines for submitting amendments to text of the instrument and its annexes or appendices and draft decisions on emerging issues.





Before the meeting

- National consultation– consult all national stakeholders, after that also include other relevant actors at the regional and international level.
- Species proposals
- Decisions – familiarize yourself with all matters under negotiation
- Regional Consultation– preparation of position papers is recommended





Logistical Preparation for COP12

- The role of NFPs includes facilitating the lead-up, in terms of logistical preparation, to a meeting for the delegations attending
- Timely preparation can ensure compliance with possible funding deadlines
- preparation of necessary documents can ensure the full participation of the delegation, including the exercise of voting rights.



Logistical Preparation for COP12

Composition of Delegations

- Type and level of expertise required for agenda topics
- Priority for your country
- Ministries that, according to national policy, may need to be represented at the meeting



What you need to do

- 1 Registration**
Pre-register your delegation by the set deadline
- Funding**
Check your eligibility for funding. Apply early as funds may be limited
- Credentials**
Ensure your delegation's right to fully take part in the meeting by obtaining credentials from your Government
- Visa**
Check visa requirements for the country in which the meeting takes place.
- Accommodation**
Sponsored delegates to receive a return ticket to travel to the meeting and DSA to cover accommodation and meals.
Non-sponsored delegates are responsible for their own travel arrangements, but will often be provided a list of suitable hotels.



During the meeting - representatives & roles

	Party Representatives	Observers	Credentials Committee	Secretariat	Chair	Bureau
Representatives	Delegation: One Representative, one Alternative Representative and Advisers	Any body or agency technically qualified in protection, conservation and management of migratory species. International/national Gov./NGO	Not more than five Representatives from at least three regions	Secretariat staff	Chair of the Standing Committee temporary until meeting elects a chair. Three Chairs elected: (a) Chair of the Conference; (b) a Chair of the Committee of the Whole (Vice-Chair of Conference) (c) a Vice-Chair of the Committee of the Whole.	Chairs, Chairs of the Scientific Council and the Standing Committee, members of the Standing Committee
Roles	participate & vote	Participate in open sessions, but cannot vote	examine submitted credentials and shall report thereon to the meeting	service and act as secretariat for the meeting and the Bureau of the Conference of the Parties.	preside over sessions of the Plenary and the Committee of the Whole. No voting	ensure enforcement of Rules of Procedure, forwarding business of the meeting



Thank you for your attention!

Follow us!

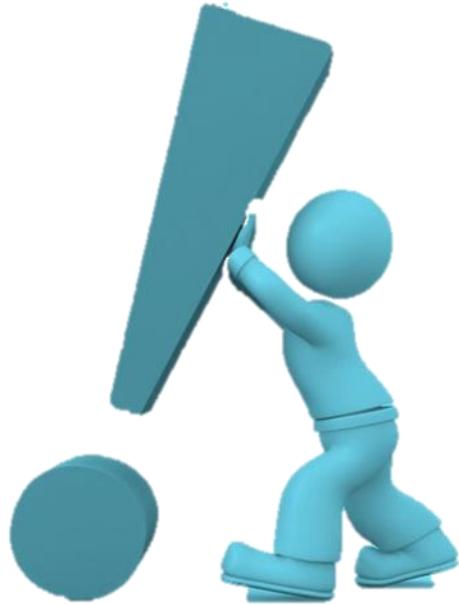


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“Review the information in the Manual for the National Focal Points and make sure that everything is prepared for your successful participation at the COP12!”

