



CONVENTION ON MIGRATORY SPECIES

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ARRANGEMENTS FOR MEETINGS OF THE CONFERENCE OF THE PARTIES

Adopted by the Conference of the Parties at its 11th Meeting (Quito, 4-9 November 2014)

Recalling Article VII, paragraph 3, of the Convention, which states that the Secretariat shall “convene ordinary meetings of the Conference of the Parties at intervals of not more than three years, unless the Conference decides otherwise”; and

Recognizing the benefits that may accrue to the Convention and to Parties from hosting Meetings of the Conference of the Parties in different regions of the world;

*The Conference of the Parties to the
Convention on the Conservation of Migratory Species of Wild Animals*

Principles

1. *Decides* that Meetings of the Conference of the Parties shall be guided by the following principles:
 - (a) the purpose of a Meeting of the Conference of the Parties is to transact the business required for the implementation and operations of the Convention efficiently and effectively and that side events and other meetings held immediately before or after a Meeting of the Conference of the Parties, other than regional meetings on the eve of a Meeting of the Conference of the Parties, are complementary but secondary to this purpose;
 - (b) a Meeting of the Conference of the Parties will be constrained in terms of its duration by its available budget but will normally not be fewer than five days in length;
 - (c) efficiency in the organization and running of a Meeting of the Conference of the Parties will be significantly enhanced by thorough preparation and by good communications among the Secretariat, the Standing Committee and the Parties prior to and during the Meeting;
 - (d) efficiency and effectiveness of a Meeting of the Conference of the Parties will be enhanced through the participation of an active Bureau in guiding the Chairs of

Plenary, Committee of the Whole, other Committees and Working Groups, and reporting back by Bureau members to regional meetings during the Meeting; and

- (e) the Regional Representatives elected to the Standing Committee will convene regional meetings for delegates immediately prior to and during a Meeting of the Conference of the Parties to inform them of discussions at the Bureau and to inform the Bureau of the views of the representatives;

Scheduling of Meetings

2. *Recommends* that, when feasible, to help ensure the efficient and effective transaction of the business of the Conference of the Parties:

- (a) the Bureau meet, if possible, in the morning on the day before commencement of the Meeting of the Conference of the Parties; and
- (b) the Standing Committee members convene regional meetings before commencement of the Meeting of the Conference of the Parties and also hold regular regional meetings, when necessary, during the Meeting;

3. *Recommends* that, with respect to side events:

- (a) the Meeting of the Conference of the Parties and its subsidiary bodies (Committee of the Whole, Working Groups, Committees) take priority for scheduling and venues;
- (b) the Meeting of the Conference of the Parties not be extended in order to allow time for side events;
- (c) when feasible, key side events be held early in the Meeting of the Conference of the Parties to avoid potential clashes with meetings of the Committee of the Whole and other subsidiary bodies; and
- (d) the Secretariat give priority to those events that directly support significant issues to be addressed by the Conference of the Parties;

Documentation

4. *Instructs* the Secretariat:

- (a) to use a document numbering system whereby document numbers are linked to agenda item numbers;
- (b) to provide a means for quickly accessing in-session documents through the CMS website;
- (c) to ensure, through negotiations with the host country, that the internet service provided at the venue has sufficient capacity to meet the anticipated demand from representatives and observers for timely access to web-based documentation of the COP;

- (d) to provide documents in a format that can be edited and not edited (e.g., MS Word and PDF formats);
- (e) to provide to representatives and observers on arrival at the Meeting of the Conference of the Parties, when feasible and subject to budgetary constraints, meeting documents on a preloaded USB stick or equivalent media; and
- (f) to monitor the quality of translation and interpretation services and provide feedback to the Bureau;

5. *Requests* the Secretariat when preparing a new Resolution or Decision to include the references to the relevant Resolutions and Decisions of previous COPs in the COP documentation as well as to examine all those relevant Resolutions and Decisions in effect to identify elements that may require modification or follow-up so as to avoid duplication and ensure continuity in the work of the Convention;

6. *Requests* representatives to transmit electronically (i.e. scan and send) a copy of their credentials to the Secretariat at least one week before commencement of the Meeting of the Conference of the Parties to allow preliminary scrutiny prior to the meeting;

7. *Requests* sponsored delegates, when possible, to forward their credentials as described in paragraph 7 prior to tickets and travel authorizations being issued by the Secretariat;

Date and Venue of Future Meetings of the Conference of the Parties

8. *Invites* Parties as well as non-Parties that may have an interest in hosting a Meeting of the Conference of the Parties (and the associated meeting(s) of the Standing Committee), to inform the Secretariat of their interest no later 180 days from the conclusion of a Meeting of the Conference of the Parties;

9. *Instructs* the Standing Committee at its first meeting following the date for informing the Secretariat of an interest to host a Meeting of the Conference of the Parties to review the offers received and, subject to receipt of sufficient information, to decide upon the most suitable venue(s); and

10. *Repeals* Resolution 1.8, Resolution 2.1, Resolution 3.8, Resolution 4.7, Resolution 5.8, Resolution 6.10, Resolution 7.14, Resolution 8.20 (paragraphs 2 and 3), Resolution 9.17, and Resolution 10.20.