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**Plenary of the Intergovernmental Science-Policy  
Platform on Biodiversity and Ecosystem Services  
First session**

Bonn, Germany, 21-26 January 2013

Item 4 (a) of the provisional agenda\*

**Rules and procedures for the operations of the  
Plenary of the Platform: rules of procedure for  
meetings of the Plenary**

**Compilation of comments received from Governments and  
other stakeholders on the rules of procedure for the Plenary  
of the Intergovernmental Science-Policy Platform on  
Biodiversity and Ecosystem Services**

**Note by the secretariat**

The annex to the present note, prepared by the secretariat of the United Nations Environment Programme, presents a compilation of comments received from Governments and other stakeholders during the intersessional process on the rules of procedure for the Plenary of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services. All the submissions received are also available online ([www.ipbes.net](http://www.ipbes.net)). The annex has been reproduced as received, without formal editing.

\* IPBES/1/1.



## **Annex**

### **Compilation of comments received from Governments and other stakeholders on the rules of procedure for the Plenary of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services**

**Review sheet for IPBES intersessional documentation**

see [www.ipbes.net/plenary/intersessional](http://www.ipbes.net/plenary/intersessional) for further details

Document name: UNEP/IPBES.MI/2/9

Reviewer name: Ms. Zhang Jieqing, National Focal Point of China to CBD

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Country: China

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| Page number | Line/Paragraph/Rule number                            | Comment  |
|-------------|---|--|
| P23         | Annex 1 Appendix 2<br>Rule 28 on decision making      | Plenary shall take decisions by consensus, including determining whether a matter is of procedure or substance.  |
| P18         | Annex 1 Appendix 2<br>Rule 5 on members and observers | Admission of observers shall be approved by the plenary by consensus. IPCC's rules and procedures on admitting observers provide a good basis for further negotiation. |

**Review sheet for IPBES intersessional documentation**

see [www.ipbes.net/plenary/intersessional](http://www.ipbes.net/plenary/intersessional) for further details

**Document name:**

**Rules of procedure for the Plenary of the Platform (as agreed at the second session of the plenary meeting to determine the modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services, held in Panama City, Panama from 16 – 20 April 2012: Document Number UNEP/IPBES.MI/2/9)**\_\_\_\_\_

Reviewer name: European Union and its member states \_\_\_\_\_

Government/Institution: European Union and its member states \_\_\_\_\_

Country: European Union and its member states \_\_\_\_\_

Email address: [masch@nst.dk](mailto:masch@nst.dk) (Martin Schneekloth) \_\_\_\_\_

The EU and its Member States have the following comments and suggestions regarding the rules of procedure for the Plenary of the Platform, cf. appendix II of annex I to the report of the second plenary meeting (UNEP/IPBES.MI/2/9).

The EU and its Member States have focused on the rules which still contain brackets. The comments are added to the agreed text using underlined and pierced text. An explanatory note is added with an asterisk.

The EU and its Member States have not commented all the bracketed text, but focused on the essential rules of procedure.

As regards rules of procedure that are linked to the issue of membership/participation of regional economic integration organizations, in particular Rule 2 and Rule 5, the EU and its Member States remain committed to resolve the issue of membership/participation of regional economic integration organizations as soon as possible.

## II. Definitions

### Rule 2

(b) “Members of the Platform” means States Members of the United Nations expressing their intent to be members of the Platform<sup>1</sup>

*[Issues of membership/participation of regional economic integration organizations remain under discussion with a view to resolution as soon as possible.]*

<sup>1</sup> Participation is open to regional economic integration organizations as observers ad interim).

## IV. Members and observers

### Rule 5

1. Membership of the Platform is open to States Members of the United Nations, who may become members by expressing their intent to be members of the Platform<sup>1</sup>

*[Issues of membership/participation of regional economic integration organizations remain under discussion with a view to resolution as soon as possible.]*

<sup>1</sup> Participation is open to regional economic integration organizations as observers ad interim).

## [V. Agenda

*The EU and its Member States propose to delete this section, but if Plenary wishes to maintain it, proposes the following modifications.]*

### Rule 8

1. The secretariat will, in consultation with and under the guidance of the Bureau, prepare a provisional agenda for each session in accordance with the guidance of the Plenary. Any member or observer of the Platform may request the secretariat ~~[/Chair] of the Plenary~~ to include specific items in the provisional agenda.

2. The secretariat will, with the consent of the Bureau, distribute the provisional agenda for each session, along with other official documents to be considered at the session, to the members and those entitled to be represented as observers in the official languages of the Platform at least six weeks before the session is due to commence.

3. Between the date of distribution of the provisional agenda and the date of adoption of the agenda by the Plenary, members and observers of the Platform may propose supplementary items for inclusion in the agenda, provided they are of an important and urgent nature. The secretariat will, with the consent of the Bureau, include such items on the provisional agenda.

#### **Rule 10**

During any session Plenary may revise the agenda by adding, deleting or amending items. Only items that Plenary considers to be of an important and urgent nature may be added to the agenda during a session. ~~During any session the agenda may be revised by adding, deleting or amending items. Only items that members consider are considered to be of an important and urgent nature may be added to the agenda during a session.~~

### **VI. Representation, credentials and accreditation**

#### **Rule 13**

2. The credentials of the representatives of any member of the Platform must be issued by or on behalf of the member's Head of State or Government or Minister for Foreign Affairs or by the competent authority of that Government consistent with each country's policies and law. [The credentials of the representatives of a Regional Economic Integration Organization must be issued by the competent authority of that organization.]\*

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\*Should it be decided that regional economic integration organisations (REIOs) may become full members of the platform then Rule 13 would also apply to REIOs.

## **VII. Members and operation of the Bureau**

*Nominations*

### **Rule 23**

2. The secretariat of the Platform will invite members of the Platform to submit to the secretariat written nominations [in accordance with rule 16] and accompanying curricula vitae of nominees for the Chair and the Vice-Chairs no less than four months before the scheduled election. The Plenary can accept late nominations at its discretion. [In the event that a region cannot agree on their nomination, the Plenary will decide.]\* The secretariat will post the names of persons nominated, as well as the identity of the region making the nomination, on the website of the Platform in a time frame (possible within 5 working days) that will facilitate consideration of such persons by members of the Platform.

\*The EU and its Member States suggest to delete the brackets.

## **VIII. Secretariat**

*[To be developed]*

The EU and its Member States support the UNEP proposal (UNEP/IPBES/MI/1/5) with the following modification:

The Bureau shall select an Executive Director based on recommendations from host organisations. The Executive Director shall lead the Secretariat and handle day-to-day operations of the organization.

## XI. Decision-making

### [Rule 28

The members of the Platform [should][will][must][may][should in general] take decisions on matters of substance by consensus, unless otherwise provided in these rules.

[When consensus is not reached the main reasons for the objections shall be recorded in the report of the session]\*

EU and its MS suggest brackets to be removed.

On matters of procedure, the members of the Platform are to make every effort to achieve consensus. If [the Chair concludes that] all efforts by the members of the Platform to achieve consensus on a matter of procedure have been exhausted, and no consensus has been reached, the decision will, as a last resort, unless otherwise provided by these rules of procedure, be taken by a [majority][two thirds] vote of the members of the Platform present and voting.]

*\*The rules on decision making is linked to the question on membership/participation of Regional Economic Integration Organizations. The EU and its Member States remain committed to resolve these issues as soon as possible. [?]*

## XIII. Modifications to the rules of procedure

### [Rule 31



1. Modifications to these rules of procedure may be adopted by [consensus of] the members of the Platform.
2. Any modifications proposed to these rules of procedure, submitted by members of the Platform or by the Bureau, should be communicated to all members of the Platform at least eight weeks before they are submitted to the session where the proposals are expected to be discussed.]

~~\*The rules on decision making is linked to the question on membership/participation of Regional Economic Integration Organizations. The EU and its Member States remain committed to resolve these issues as soon as possible.~~

**Review sheet for IPBES intersessional documentation**  
 see [www.ipbes.net/plenary/intersessional](http://www.ipbes.net/plenary/intersessional) for further details

Document name: Rules of Procedure for the Plenary of the Platform

Reviewer name: Eiji HATANO

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Country: Japan

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| Page number | Line/Paragraph/Rule number | Comment  |
|-------------|----------------------------|--|
| 5           | Rule 23                    | <p>The secretariat of the Platform will invite members of the Platform to submit to the secretariat written nominations [in accordance with rule 16] and accompanying curricula vitae of nominees for the Chair and the Vice-Chairs <b>no less than four months</b> before the scheduled election. The Plenary can accept late nominations at its discretion. <b>[In the event that a region cannot agree on their nomination, the Plenary will decide.]</b></p> <p>[note]<br/>                     It is very difficult to reach agreement on selecting process of Chair or Vice-Chair in e-consultant basis. At least in Asia-Pacific region, this kind of decision must be done on the basis of face-to face meeting.</p>   |
| 6           | 24                         | <p>Each region will nominate five candidates for interim membership to the Multidisciplinary Expert Panel, subject to approval by the Plenary. The following criteria could be taken into account in nominating and selecting the members of the Multidisciplinary Expert Panel. <b>The extent to which the skills of the members complement one another might also need to be taken into consideration in the nomination and selection processes:</b></p> <p>(a) Scientific, <b>technical or policy</b> expertise in biodiversity and ecosystem services with regard to both natural and social sciences, <b>natural resource management</b> and traditional knowledge <b>to be covered</b> among the members of the Multidisciplinary Expert Panel;</p> <p>(b) <del>Scientific, technical or policy expertise and</del> Knowledge of the main elements of the Platform's programme of work;</p> <p>Notes: These changes are to ensure multidisciplinary as</p> |

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|  |  | described in the Rule 2 (k) as well as to avoid duplication between (a) and (b). |
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Document name: Rules of Procedure for the plenary of the Platform  
Reviewer name:  
Government/Institution: Ministry of Foreign Affairs  
Country: Mexico  
Email address: embkenia@sre.gob.mx

**Unofficial translation main parts of DGTC - S.R.E. note:**

Main topics of the Mexican Ministry of Foreign Affairs communication related to the Second Session of the Plenary to determine the modalities and institutional arrangements for the IPBES that took place in Panama, as well as and specially on the inter-sessional work.

The Government of Mexico considers, as a Member of the Platform, that notwithstanding the fact that IPBES was established, and the agreements reached in Panama represent a first step to make it operational, Mexico has serious concerns related to multiple institutional and operative matters that could cause problems for the efficient functioning of the Platform.

In relation to the Rules of Procedure, Mexico considers that is necessary to restructure them in such a way that:

- They are integral, efficient and systematic, that allow them to fill the existing vacuums and to clarify the inconsistencies that have been identified.
- All the procedural matters should be included in only one document, to avoid adopting separate rules to attend concrete cases, for example, the issue of conflict of interests. For this reason Mexico will not make comments regarding the proposals circulates by the Secretary till there is a revised version of these rules.
- The rules should include regulations to resolve crucial matters of the Platform, establishing a clear procedure to name the Secretario, identify who has the authority to start the negotiation of a Host Country Agreement with Germany, the financial mechanism, participation of observers and the solution of conflict of interests.

In this sense, and with the aim to advance in the full operation of the Platform, the Mexican Government transmits as an annex to this note, a structure proposal of the rules of procedure in order to support in its reformulation.

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*Translated from Spanish*

Comment [f1]: After this paragraph we suggest inserting paragraphs 2 to 9 of the draft policy and procedures for the admission of observers.

We also suggest that section II of that draft be included as annex I to the Rules of procedure for the Plenary of the Platform.

This is suggested because the purpose of that section is to list the requirements which international organizations must meet in order to be considered as observers as well as the rights which they acquire thereafter.

Comment [f2]: We suggest that rule 24 be included in section IX of the draft rules of procedure, "Subsidiary bodies", because the Multidisciplinary Expert Panel is clearly a subsidiary body.

Comment [f3]: Rules 5, 6, 18 and 19 of the draft financial procedures can be included in this section as article 25 bis, because they refer to the establishment and function of the Financial Task Team, which would be one of the Platform's subsidiary bodies.

Comment [f4]: Here we suggest that rules 11 and 12 of the draft conflict of interest policy and procedures be inserted as article 25 ter, because they refer to bodies such as the Committee on Conflicts of Interest (rule 11) and the Expert Advisory Group on Conflicts of Interest (rule 12).

Comment [f5]: We propose that this section be created so that part II of the draft conflict of interest policy and procedures, "Implementation Procedures", can be included in it.

We feel that part I of the document, in which the concept of conflicts of interest is explained, does not need to be included in the Rules of procedure because it is a purely explanatory section containing no rules as such.

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The appendix to the draft, which contains the conflict of interest disclosure form, could be included as annex II to the Rules of procedure for the Plenary of the Platform.

Page 6: [1] Comment [f6] fjimenez 14/08/2012 12:22:00 p.m.

Following the pattern established by the rules of procedure of international bodies such as the International Seabed Authority, we feel that rules 2, 3, 4, 7 and 8 to 17 of the draft financial procedures could be included in this section, IX ter, since they relate to budget management.

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### Review sheet for IPBES intersessional documentation

see [www.ipbes.net/plenary/intersessional](http://www.ipbes.net/plenary/intersessional) for further details

Document name: Rules of Procedure for the Plenary of the Platform UNEP/IPBES.MI/2/9\_\_\_\_\_

Reviewer name: Andreas Obrecht\_\_\_\_\_

Government/Institution: Federal Office for the Environment\_\_\_\_\_

Country: Switzerland\_\_\_\_\_

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| Page number | Line/Paragraph/Rule number | Comment   |
|-------------|----------------------------|---|
| Page 2      | Section V: Agenda          | The agenda section should be maintained to keep clarity on when and how a agenda is developed and on what the role of the members in its development is.  |
| Page 3      | Rule 10                    | The second sentence should be deleted, as it is open to interpretation whether an item is important and/or urgent.  |
| Page 4      | Rule 16, para 1            | The brackets can be removed, as it is ultimately always the plenary deciding on the composition of the bureau.  |
| Page 4      | Rule 16                    | Switzerland supports staggered terms for members of the bureau.   |
| Page 4 ff   | Rule 18                    | One rule should clarify that the chair of the bureau serves at the same time as chair of the MEP (and of course the plenary). Switzerland emphasizes that it is very important to have one single chairperson of IPBES. |
| Page 6      |                            | <b>A new section VIII should be introduced:</b> Similar rules as for the bureau need to be developed for the MEP. The relation between MEP and bureau need to be clarified.   |
| Page 6      |                            | Section VIII needs to include a rule to determine that the meetings of the bureau and the meeting of the MEP should be ideally held concurrently to allow for a maximal complementarity and coordination of their work. |
| Page 6      |                            | Present section VIII and the following sections need to be renumbered   |
| Page 6      | Section XI                 | We wish to maintain the option that, if all efforts are exhausted, a decision by voting can be applied.   |



## Review sheet for IPBES intersessional documentation

see [www.ipbes.net/plenary/intersessional](http://www.ipbes.net/plenary/intersessional) for further details

Document name: UNEP/IPBES.MI/2/9 \_\_\_\_\_

Reviewer name: Collins Oloya \_\_\_\_\_

Government/Institution: Ministry of Water and Environment \_\_\_\_\_

Country: Uganda \_\_\_\_\_

Email address: oloyacollins@gmail.com \_\_\_\_\_

| Page number | Line/Paragraph/Rule number   | Comment  |
|-------------|--|--|
| 17          | <b>Definitions</b><br><b>Rule 2</b><br>For the purposes of these rules:  | Uganda is comfortable with definition of the Ecosystem services but wondered where ecosystem goods and products can fall.  |
| 18          | <b>Members and observers</b><br><b>Rule 5:</b><br>1. Membership of the Platform is open to States Members of the United Nations, who may become members by expressing their intent to be members of the Platform.<br>2. <i>[Issues of membership/participation of regional economic integration organizations remain under discussion with a view to resolution as soon as possible.]</i> <sup>1</sup>   | Uganda position is that any regional economic integration who has expressed interest in becoming a member of the Platform can do so in writing. However, during voting only one vote will be accepted from regional organization.  |
| 19          | <b>Rule 11:</b> Any item of the agenda of an ordinary session, consideration of which has not been completed at the session, shall be included automatically in the agenda of the next ordinary session, unless otherwise  | Any item of the agenda of an ordinary session, consideration of which has not been completed at the session, shall be included automatically in the agenda of the next ordinary session, unless otherwise decided by the Plenary. Uganda confirm this rule for purposes of conclusive decision making.   |
| 19          | <b>Rule 13</b><br>1. The credentials of representatives of members of the Platform and the names of alternate representatives and advisers need to be submitted to the secretariat, if possible not later than 24 hours after the opening of the session. Information regarding any later change in the composition of a delegation, along with any necessary credentials, also needs to be submitted to the secretariat.<br>2. The credentials of the representatives of any member of the Platform need to be issued by or on behalf of the member's Head of State or Government or minister for foreign affairs consistent with each country's policies and law. <i>[The credentials of the representatives of a regional economic integration organization need to be issued by the competent authority of that organization.]</i> | Uganda position is that information regarding any later change in the composition of a delegation, along with any necessary credentials, also needs to be submitted to the secretariat if possible not later than 24 hours after the opening of the session for consistency in timing of credentials approval..<br><br>The credentials of the representatives of a regional economic integration organization need to be issued by the competent authority of that organization. Uganda affirms this rule. |



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| 19 | <p><b>Representation, credentials and accreditation</b></p> <p><b>Rule 14</b><br/>The Bureau [shall] [will] examine the credentials and submit a report thereon to the Plenary.</p> <p><b>Rule 15</b><br/>Representatives of members of the plenary are entitled to participate provisionally in a session pending a decision by the Plenary to accept their credentials. These representatives [shall] [will] not have the right to make decisions until their credentials are accepted.</p>   | <p><b>Rule 14</b><br/>Uganda confirms that the Bureau will examine the credentials and submit a report thereon to the Plenary.</p> <p><b>Rule 15</b><br/>Uganda also confirms that the Representatives of members of the plenary are entitled to participate provisionally in a session pending a decision by the Plenary to accept their credentials. These representatives shall not have the right to make decisions until their credentials are accepted.</p>       |
| 20 | <p><b>Members and operation of the Bureau</b></p> <p><b>Rule 16</b><br/>Para 1. Candidates for the Bureau will be proposed by Governments for nomination by regions and election by the Plenary. [In the event that a region cannot agree on their nomination the Plenary will decide.]<br/>Para 2. The Bureau of the Plenary, consisting of the Chair, four Vice Chairs, and five other officers, [shall] [will] be elected from among the members of the Platform. Each region [shall] [will] be represented by two officers in the Bureau, taking into account the principle of geographical representation.</p> | <p><i>[The term of office of the Bureau members should be staggered and should be decided by the Plenary. The term of the office of each Bureau member should start at the beginning of the session at which he/she is elected and end at the close of the session at which his or her successor is elected. The Chair will be rotated among the five regions every [4] years. Uganda proposes two (2) terms limit with possible reelection/ for the last term.</i></p> |
| 23 | <p><b>Decision-making</b></p> <p><b>[Rule 28</b><br/>Para 1: The members of the Platform [should][will][must][may][should in general] take decisions on matters of substance by consensus, unless otherwise provided in these rules.<br/>[When consensus is not reached the main reasons for the objections shall be recorded in the report of the session.]</p>  | <p>Uganda position is that when consensus is not reached the main reasons for the objections shall be recorded in the report of the session.] and shall be discussed in the next session with a view to reach consensus and the majority takes the decision..<br/><b>Uganda confirms draft rule 28 para 2 on matter of procedure for reaching a consensus.</b></p>  |
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CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES  
OF WILD FAUNA AND FLORA

Our ref.: ipbes.CITESinput16Aug  
Your ref.: UNEP/IPBES/Panama MEAs

Mr Neville Ash  
Coordinator, Biodiversity and Ecosystem  
Services Branch and interim IPBES Secretariat  
UNEP Division of Environmental Policy  
Implementation  
Nairobi, Kenya

Geneva, 16 August 2012

Dear Mr Ash,

The CITES Secretary-General appreciated receiving your letter of 21 June 2012 advising him about the results of the second session of the plenary meeting to determine modalities and institutional arrangements for an Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) (Panama City, 16-21 April 2012). The letter was forwarded to me for response.

On behalf of the Secretariat, I would like to thank UNEP for its organization of a productive meeting in Panama and for the financial support which allowed the Vice-chair of the CITES Animals Committee and a representative of the Secretariat to participate in the meeting.

Following receipt of your 21 June 2012 letter, the Secretariat discussed with the chairs of the CITES Standing Committee and the Animals and Plants Committees a possible CITES contribution to the various intersessional activities on which comments and suggestions from governments and other stakeholders were invited, particularly the four activities with an input deadline of 16 August 2012. As the 62nd meeting of the Standing Committee took place in July 2012 (SC62, Geneva, 23-27 July 2012), this provided a useful opportunity for the chairs and the Secretariat to consult with Committee members, observer Parties and observer intergovernmental and non-governmental organizations on the IPBES intersessional process.

The SC62 discussion document on IPBES is available on the CITES website as document SC62 Doc. 14.5<sup>1</sup>. As reflected in document SC62 Sum. 8 (Rev. 1)<sup>2</sup> and document SC62 Sum. 10<sup>3</sup>, the Standing Committee established a working group on IPBES, under the chairmanship of Mexico, to prepare recommendations for discussion and decision later in the meeting. Thereafter, the Committee endorsed the working group recommendations contained in document SC62 Com. 6 (see attachment). To facilitate implementation of the recommendations, the Committee established an intersessional working group on IPBES, chaired by Mexico and composed of Canada, Chile, China, Denmark, Egypt, Ireland, Japan, the United Kingdom of Great Britain and Northern Ireland, IUCN and WWF. Following SC62, the United States of America advised the chair of the working group that it would also like to join the group.

The following comments and suggestions, related to the four IPBES intersessional activities for which input is required by 16 August 2012, are being provided by the CITES Secretariat on behalf of the Standing Committee Working Group on IPBES. Comments and suggestions on other intersessional activities, particularly those for which input is required by 16 September 2012, will be provided later.

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<sup>1</sup> <http://www.cites.org/eng/com/SC/62/E62-14-05.pdf>

<sup>2</sup> <http://www.cites.org/eng/com/SC/62/sum/E62-ExSum08.pdf>

<sup>3</sup> <http://www.cites.org/eng/com/sc/62/sum/E62-ExSum10.pdf>

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#### Rules of Procedure for meetings of the platform plenary

MEAs appear to be covered, if not specifically mentioned, in Rule 2 which defines 'observers' in a broad and generic manner. Rule 6 provides for the future adoption of a policy and procedures on the admission of observers at the first meeting of the platform plenary.

During the Panama meeting, the CITES Secretariat suggested that MEA secretariats and UN bodies have automatic observer status in meetings of the platform plenary, without any need to apply and submit supporting documentation for such status. This is the current practice in meetings of the Intergovernmental Panel on Climate Change as well as meetings of MEAs and UN bodies. The future IPBES policy and procedures to be adopted on observers may make provision for relevant MEAs like CITES to have automatic observer status in the platform plenary, recognizing that the link between the platform and the UN system is to be decided at the first meeting of the platform plenary.

Observer status in the IPBES Multidisciplinary Expert Panel for the chairs of MEA scientific subsidiary bodies is reflected in the agreed institutional arrangements for IPBES contained in Appendix I [Part III, C, paragraph 16 (b)] to the final resolution on IPBES. It might be considered whether the Rules of Procedure (e.g. Rule 24) should reflect as well that the chairs of MEA scientific subsidiary bodies are observers in the MEP.

#### Capacity Building needs and activities

In accordance with guidance provided on the IPBES website for the intersessional process, we understand that our comments on capacity building should address the following: balanced participation in all activities of the platform; access to financial resources, and matching them with identified needs; building capacity to identify and address knowledge gaps; building capacity to carry out assessments at national and sub-regional levels; building capacity to develop and use policy-relevant tools and methodologies; supporting mechanisms, networks and tools; access to data, information and knowledge; potential contribution of national and regional centres of excellence within regions; and IPBES structures and functions with respect to capacity building (see [http://www.ipbes.net/component/docman/doc\\_download/1009-capacity-building-needs-indicative-list.html?Itemid=159](http://www.ipbes.net/component/docman/doc_download/1009-capacity-building-needs-indicative-list.html?Itemid=159)).

CITES has a great deal of experience in identifying and addressing capacity building needs. The CITES Virtual College<sup>4</sup> has been operating since June 2011 and the CITES Secretariat serves as co-chair of the Information and Knowledge Management Initiative (IKM) which is supported by UNEP and includes 17 global and regional MEAs, administered by UNEP, UNESCO, FAO and UNGA, as well as five observers including UNEP-World Conservation Monitoring Centre and IUCN. Its first product is the InforMEA portal, a tool of much relevancy to IPBES and its future work<sup>5</sup>. These two initiatives reflect well the substantial contribution that CITES has made to the development of modern, user-friendly, practical and sustainable capacity building tools.

In relation to balanced participation in all activities of the platform, we would expect this to include national CITES Management and Scientific Authorities as well as natural and social science experts from all of the six geographic regions of CITES.

In relation to access to financial resources, this is an identified priority for CITES Parties because the Convention has very limited available funding at both national and international levels and does not benefit from resources provided by financial mechanisms such as the Global Environment Fund (GEF).

In relation to assessments, we would suggest that building capacity at the national level for States to carry out assessments of CITES-listed species (e.g. for determining whether trade will be detrimental to

<sup>4</sup> <https://eva.unia.es/cites/>

<sup>5</sup> <http://informea.org/>

**Appendix II**

## Rules of procedure for the Plenary of the Platform

## I. Scope

## Rule 1

These rules of procedure apply to any session of the Plenary of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services convened in accordance with a decision of the Plenary and in compliance with these rules.

## II. Definitions

## Rule 2

For the purposes of these rules:

(a) "Platform" means the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services;

(b) "Members of the Platform" means ~~Members of the United Nations expressing their intent to be members of the Platform.~~

Deleted: States

[Issues of membership/participation of regional economic integration organizations remain under discussion with a view to resolution as soon as possible.]

(c) "Plenary" means the Platform's decision-making body, comprising all members of the Platform;

(d) "Session" means any ordinary or extraordinary session of the Plenary and its subsidiary bodies;

(e) "Members present and voting" means members of the Platform present at a session and casting an affirmative or negative vote. Members who abstain from voting or cast a defective ballot are considered as not voting;

(f) "Secretariat" means the secretariat of the Platform;

(g) "Observer" means any State not a member of the Platform and any body, organization or agency, whether national or international, governmental, intergovernmental or non-governmental, or [organization of] [accredited representative of] indigenous peoples and local communities, which is qualified in matters covered by the Platform, and which has informed the secretariat of the Platform of its wish to be represented at sessions of the Plenary, subject to provisions set out in these rules of procedure;

(h) "Meeting" means a single sitting at a session of the Plenary of the Platform and its subsidiary bodies;

(i) "Bureau" refers to the body of elected members of the Bureau of the session of the Plenary as set forth in these rules of procedure;

(j) "Bureau member" or "member of the Bureau" refers to any person who holds one of the posts in the Bureau;

(k) “Multidisciplinarity” connotes an approach that crosses many disciplinary boundaries, knowledge systems and approaches to create a holistic approach, focusing on complex problems that require expertise across two or more disciplines. Multidisciplinarity arises when scientists (including natural and social scientists), policy and technical experts, natural resource managers, other relevant knowledge holders and users, interact in an open discussion and dialogue giving consideration to each perspective.

### III. Venue, dates and notice of sessions

#### Rule 3

The venue and dates of each session are to be decided by the members of the Platform.

#### Rule 4

~~Notices convening any session of the Platform, at the agreed venue and dates, will be dispatched by the Secretariat to the members and observers of the Platform at least eight weeks before it is due to commence.~~

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### IV. Members and observers

#### Rule 5

1. Membership of the Platform is open to ~~Members of the United Nations, who may become~~ members by expressing their intent to be members of the Platform.

Deleted: States

2. [Issues of membership/participation of regional economic integration organizations remain under discussion with a view to resolution as soon as possible.]

3. “Observer” means any State not a member of the Platform and any body, organization or agency, whether national or international, governmental, intergovernmental or non-governmental, or [organization of] [accredited representative of] indigenous peoples and local communities, which is qualified in matters covered by the Platform, and which has informed the secretariat of the Platform of its wish to be represented at sessions of the Plenary, subject to provisions set out in these rules of procedure.

#### Admission of observers

#### Rule 6

1. The Plenary will adopt at its first session the Platform’s policy and procedures on admission of observers.

2. The provisions on observers set forth in the rules of procedure of the Governing Council of the United Nations Environment Programme will apply to the first session of the Plenary, unless the Plenary decides otherwise by consensus.

#### Participation by observers

#### Rule 7

~~Any observer may, upon the invitation, participate in the Plenary without the ability to cast votes or join or block consensus.~~

Deleted: of the Chair

### [V. Agenda



(Note: this section may be deleted if the Plenary so decides.)

Rule 8

1. The ~~Secretariat~~ will, in consultation with and under the guidance of the Bureau, prepare a provisional agenda for each session in accordance with the guidance of the Plenary. Any member of the Platform may request the ~~Secretariat~~ [~~Chair~~] of the Plenary to include specific items in the provisional agenda.

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2. The ~~Secretariat~~ will distribute the provisional agenda for each session, along with ~~the invitation to the session referred to in Rule 4~~ to the members and those entitled to be represented as observers in the official languages of the Platform. ~~The other official documents to be considered at the session shall be dispatched as they become available, and at least four weeks before the session is due to commence.~~

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3. ~~Two weeks before the opening of~~ the Plenary, members of the Platform may propose supplementary items for inclusion in the agenda, provided they are of an important and urgent nature. The secretariat will, with the consent of the Bureau, include such items on the provisional agenda.

Deleted: Between the date of distribution of the provisional agenda and the date of adoption of the agenda by

Comment [ALA1]: Last minute items should not be accommodated for lack of time to produce adequate documentation. Very urgent issues could always be addressed under the AOB item, usually found in any agenda.

Rule 9

At the beginning of each session the members of the Platform that are present will adopt the agenda for the session on the basis of the provisional agenda and any supplementary items proposed in accordance with paragraph 3 of ~~Rule 8~~.

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Rule 10

~~During any session members of the Platform may revise the agenda by adding, deleting or amending items. Only items that members consider to be of an important and urgent nature may be added to the agenda during a session.~~

Comment [ALA2]: Very urgent issues could always be addressed under the AOB item, usually found in any agenda.

Rule 11

Any item of the agenda of an ordinary session, consideration of which has not been completed at the session, shall be included automatically in the agenda of the next ordinary session, unless otherwise decided by the Plenary.]

VI. Representation, credentials and accreditation

Rule 12

Each member of the Platform participating in a session will be represented by a delegation consisting of a head of delegation and such other accredited representatives, alternate representatives and advisers as it may require. An alternate representative or adviser may act as a representative upon designation by the head of delegation.

Rule 13

1. The credentials of representatives of members of the Platform and the names of alternate representatives and advisers need to be submitted to the ~~Secretariat~~, not later than 24 hours after the opening of the session. Information regarding any later change in the composition of a delegation, along with any necessary credentials, also needs to be submitted to the ~~Secretariat~~.

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2. The credentials of Statemembers of the Platform need to be issued by or on behalf of the member's Head of State or Government or Minister for foreign affairs consistent with each country's policies and law. [The credentials of the representatives of a regional economic integration organization need to be issued by the competent authority of that organization.]

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#### Rule 14

The Bureau [shall] [will] examine the credentials and submit a report thereon to the Plenary.

#### Rule 15

Representatives of Member States of the plenary are entitled to participate provisionally in a session pending a decision by the Plenary to accept their credentials. These representatives [shall] [will] not have the right to make decisions until their credentials are accepted.

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### VII. Members and operation of the Bureau

#### Rule 16

1. Candidates for the Bureau will be proposed by Member States for nomination by regions and election by the Plenary. [In the event that a region cannot agree on their nomination the Plenary will decide.]

Deleted: Governments

2. The Bureau of the Plenary, consisting of the Chair, four Vice Chairs, and five other officers, [shall] [will] be elected from among the members of the Platform. Each region [shall] [will] be represented by two officers in the Bureau, taking into account the principle of geographical representation. The Chair and four Vice Chairs, one of whom [shall] [will] act as Rapporteur, will be selected with due consideration to scientific and technical expertise and will be selected from each of the five United Nations regions. The five additional members of the Bureau will carry out relevant administrative functions. [The officers of the Bureau [shall][will] remain in office until their replacement is elected.] [The term of office of the Bureau members should be staggered and should be decided by the Plenary. The term of the office of each Bureau member should start at the end of the session at which he/she is elected and end at the close of the session at which his or her successor is elected. The Chair will be rotated among the five regions every [X] years. The Plenary should decide on term limits and possible re-election of the officers]

Comment [ALA3]: The five UN regions do not coincide with the regional groupings of the Specialized Agencies.

Comment [ALA4]: The five UN regions do not coincide with the regional groupings of the Specialized Agencies.

3. Each region may designate alternates, to be approved by the Plenary, to represent the region at a Bureau meeting if the designate is unable to attend.

#### Rule 17

The Bureau [shall][will]meet as necessary, either in person or by means of telecommunication, to advise the Chair and the Secretariat on the conduct of business of the Plenary and its subsidiary bodies.

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#### Rule 18

1. In addition to exercising the powers conferred upon him or her elsewhere in these rules, the Chair [shall][will]:

(a) Declare the opening and closure of each session;

(b) Preside at sessions of the Plenary and meetings of the Bureau;

- (c) Ensure the observance of the present Rules in accordance with the definitions, functions and operating principles of the Platform; Deleted: r
- (d) Accord the right to speak; Deleted: participants
- (e) Apply the decision-making procedure in Rule 28; Deleted: r
- (f) Rule on any points of order;
- (g) Subject to these Rules, exercise complete control over the proceedings and maintain order. Deleted: r

2. The Chair may also propose:

- (a) The closure of the list of speakers;
- (b) A limitation on the time to be allowed to speakers and on the number of times a member or observer may speak on an issue;
- (c) The adjournment or closure of debate on an issue;
- (d) The suspension or adjournment of a meeting.

3. The Chair and the Bureau, in the exercise of their functions, remain at all times under the authority of the Plenary.

Rule 19

The Chair participates in sessions in that capacity and may not at the same time exercise the rights of a representative of a member of the Platform.

Rule 20

- 1. If the Chair is absent from a session or any part thereof, a Vice- Chair shall act as Chair. Deleted: T
- 2. A Vice-Chair acting as Chair has the same powers and duties as the Chair and may not at the same time exercise the rights of a representative of a member of the Platform. Deleted: . if

Rule 21

- 1. If the Chair resigns or is otherwise unable to complete his or her assigned term of office or to perform the functions of that office, a new Chair is to be elected at the next session to serve the remainder of the term of office of the departing Chair. Until a new Chair is elected, one of the Vice-Chairs, as agreed by the Bureau, serves as the Acting Chair.
- 2. If a member of the Bureau, other than the Chair, resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, that member [will][shall] be replaced by the alternate from the same region. If that member is no longer able to serve on the Bureau, a replacement member shall be elected by the Platform as soon as feasible. Deleted: should designate one of the

Election of members of the Bureau

Rule 22

- 1. The members of the Bureau will be elected by the Plenary by consensus unless the Plenary decides otherwise.
- 2. If the Plenary decides to elect members of the Bureau by vote:



- (a) This[shall][will] be held at ordinary sessions of the Plenary;
- (b) Each member of the Plenary has one vote in the elections;
- (c) All elections [shall][will] be decided by a majority of the members present and voting. All elections [shall][will] be held by secret ballot, unless otherwise decided by the Plenary;
- (d) After completion of the elections, the number of votes for each candidate and the number of abstentions [shall][will] be recorded.

Nominations

Rule 23

1. All nominees for election as the Chair and Vice-Chairs need to have relevant expertise from the agreed guidelines. Curricula vitae of all nominees are to be submitted to the Secretariat and made available to members of the Platform before the elections.

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2. The Secretariat of the Platform will invite members of the Platform to submit to the Secretariat written nominations [in accordance with rule 16] and accompanying curricula vitae of nominees for the Chair and the Vice-Chairs no less than four months before the scheduled election. The Plenary can accept late nominations at its discretion. [In the event that a region cannot agree on their nomination, the Plenary will decide.] The Secretariat will post the names of persons nominated, as well as the identity of the region making the nomination, on the website of the Platform in a time frame that will facilitate consideration of such persons by members of the Platform.

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Guidelines for the nomination and selection of the members of the Multidisciplinary Expert Panel

Rule 24

Each region will nominate five candidates for interim membership to the Multidisciplinary Expert Panel, subject to approval by the Plenary. The following criteria could be taken into account in nominating and selecting the members of the Multidisciplinary Expert Panel:

- (a) Scientific expertise in biodiversity and ecosystem services with regard to both natural and social sciences and traditional knowledge among the members of the Multidisciplinary Expert Panel;
- (b) Scientific, technical or policy expertise and knowledge of the main elements of the Platform's programme of work;
- (c) Experience in communicating, promoting and incorporating science into policy development processes;
- (d) Ability to work in international scientific and policy processes.

VIII. Secretariat

[To be developed]

IX. Subsidiary bodies

Rule 25

1. The Platform may:

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- (a) Establish subsidiary bodies to carry out such objectives as may be agreed upon at a session of the Plenary;
- (b) Determine the matters to be considered by any subsidiary body;
- (c) Establish the terms of reference of any subsidiary body.

2. The Plenary will keep under review the composition, effectiveness and need for its subsidiary bodies, including the Bureau and the Multidisciplinary Expert Panel, as part of the periodic review of the operation of the Platform.

X. Conduct of business

Quorum

Rule 26

The Chair may not declare a meeting of any session open and permit discussion to proceed unless at least one third of those members of the Platform participating in the session are present.

Quorum for decision-making

Rule 27

The presence of a majority of the members of the Platform participating in the session is needed for any decision to be taken.

**Comment [ALAS5]:** This differentiated quorum may prove difficult to implement. As per established practice, it would be simpler to provide for a half+1 quorum for any meeting.

XI. Decision-making

[Rule 28 The members of the Platform [should][will][must][may][should in general] take decisions on matters of substance by consensus, unless otherwise provided in these rules.

**Comment [ALA6]:** Consensus should be sought in all cases, regardless of whether the matters are substantive or procedural in nature – and distinguishing between these two categories may not be easy and create useless controversies.

[When consensus is not reached the main reasons for the objections shall be recorded in the report of the session.]

On matters of procedure, the members of the Platform are to make every effort to achieve consensus. If all efforts by the members of the Platform to achieve consensus on a matter of procedure have been exhausted, and no consensus has been reached, the decision will, unless otherwise provided by these rules of procedure, be taken by a [majority][two thirds] vote of the members of the Platform present and voting.]

**Comment [ALA7]:** Consensus should be sought in all cases, regardless of whether the matters are substantive or procedural in nature – and distinguishing between these two categories may not be easy and create useless controversies.

**Deleted:** , as a last resort

XII. Languages

Rule 29

1. The official languages of the Platform are Arabic, Chinese, English, French, Russian and Spanish.

2. Interpretation into all the official languages of the Platform will be provided for all the sessions of the Plenary. A member may speak in a language other than an official language if the participant provides for interpretation into one of the official languages.

Rule 30

Official documents of the Plenary [shall][will] be drawn up in one of the official languages and translated into the other official languages.

### XIII. Modifications to the rules of procedure

#### [Rule 31

1. Modifications to these rules of procedure may be adopted by [consensus of] the members of the Platform.
2. Any modifications proposed to these rules of procedure, submitted by members of the Platform or by the Bureau, should be communicated to all members of the Platform at least eight weeks before they are submitted to the session where the proposals are expected to be discussed.]

**Comment [ALa8]:** Rule 28, which foresees a vote if consensus cannot be reached, should also apply here as well, but a 2/3 majority of the votes cast could be provided for in this case.



**Review sheet for IPBES intersessional documentation**

see [www.ipbes.net/plenary/intersessional](http://www.ipbes.net/plenary/intersessional) for further details

**Document name: Rules of procedures for the Plenary of the Platform (Appendix II in Annex I of UNEP/IPBES.MI/2/9)**

**Reviewer name: Anne Larigauderie**

**Government/Institution: ICSU (International Council for Science)**

**Country:**

**Email address: [anne@diversitas-international.org](mailto:anne@diversitas-international.org)**

| Page number | Line/Paragraph/Rule number | Comment   |
|-------------|----------------------------|---|
| Page 2-3    | V                          | ICSU recommends to keep the section on Agenda which seems useful  |
| Page 4      | VII                        | ICSU supports staggered terms for members of the Bureau   |
| Page 6      | Rule 24                    | <p><u>a-Nomination and selection of the Members of the MEP:</u></p> <p>ICSU proposes that the <b>Chairs of the MEP</b> on one hand <b>and the Chair of the Bureau and the Plenary</b>, on the other hand be <u>two distinct individuals</u>, in order to ensure the independence and credibility of the MEP and of IPBES. This is how the Millennium Ecosystem Assessment was designed, with two distinct chairs.</p> <p>Several options could be proposed for discussion at first Plenary, with a short text presenting advantages and disadvantages of each option:</p> <p>Option 1: 2 Chairs (Chair of Bureau/Plenary and Chair of MEP)<br/>Option 2: 1 Chair for MEP/Bureau/Plenary</p> |
| Page 6      | Rule 24                    | <p><u>b-Nomination and selection of the Members of the MEP:</u></p> <p>ICSU believes that <b>observers</b>, and in particular organisations representing knowledge holders (both scientific and</p>   |

|        |         |   |
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|        |         | <p>traditional knowledge holders), <b>should also be invited to make nominations</b> for the MEP, in addition to Members of the Platform. The nominated individuals would of course serve in their individual capacity. The final decision on nominations would be made by Members of the platform, based on scientific excellence and other criteria already agreed upon. Allowing observers to nominate would increase the pool of potential candidates for the MEP, and might bring in the process individuals with a high standing in their respective communities who might not be known by Members of the Platform. The overall goal would be to increase scientific excellence of the work of IPBES.</p> |
| Page 6 | Rule 24 | <p><u>c-Nomination and selection of the Members of the MEP:</u></p> <p>ICSU believes that <b>gender balance</b> should be included as a criterion, in addition to the geographical and disciplinary criteria already mentioned.</p>   |
|        | Rule 24 | <p><u>d-Nomination and selection of the Members of the MEP:</u></p> <p>In the interim process proposed for nominations to Bureau and MEP, regions will have only one day immediately prior to the Plenary to agree on their regional representatives. This is a very rushed process that might lead to imbalances in disciplinary or gender balances.</p> <p>ICSU suggests that an alternative option be offered for the permanent MEP nominations, whereby regional discussions could be initiated via modern means of communication ahead of the Plenary, the final meeting being dedicated to fine tuning and final agreement at the regional level.</p>   |
|        |         | Please insert extra rows for additional comments  |



# Society for Conservation Biology

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## Appendix One Society for Conservation Biology Comments for the Upcoming First Plenary of IPBES

**Document name:** Rules of Procedure for the Plenary of the Platform, UNEP/IPBES.MI/2/9

**Reviewer name:**

**Government/Institution:** Society for Conservation Biology

**Country:** United States of America

**Email address:** policy@conbio.org

| Page number | Line/Paragraph/Rule number | Comment   |
|-------------|----------------------------|---|
| Page 1      | Rule 2(g)                  | <p>SCB notes that this definition is repeated in Rule 5, which is likely the proper place for such definition, if at all. If the plenary chooses to keep this definition, then SCB recommends deleting both [organization of] and [accredited representative of] and inserting the phrase “any body, organization or agency of” before the word “indigenous peoples.” This would provide an equal parallel structure throughout the definition, and avoid conflict seen in Panama with respect to this term. The full definition would read:</p> <p>“Observer” means any State not a member of the Platform and any body, organization or agency, whether national or international, governmental, intergovernmental or non-governmental, or any body, organization or agency of indigenous peoples and local communities, which is qualified in matters covered by the Platform, and which has informed the secretariat of the Platform of its wish to be represented at sessions of the Plenary, subject to provisions set out in these rules of procedure;</p> |
| Page 2      | Rule 5(3)                  | <p>SCB recommends deleting both [organization of] and [accredited representative of] and inserting the phrase “any body, organization or agency of” before the word “indigenous peoples.” This would provide an equal parallel structure throughout the definition, and avoid conflict seen in Panama with respect to this term. The full definition would read:</p> <p>“Observer” means any State not a member of the Platform and any body, organization or agency, whether national or international, governmental, intergovernmental or non-governmental, or any body, organization or agency of indigenous peoples and local communities, which is qualified in matters covered by the Platform, and which has informed the secretariat of the Platform of its wish to be represented at sessions of the Plenary, subject to provisions set out in these rules of procedure;</p>   |
| Page 2      | Rule 6                     | <p>SCB strongly urges the Plenary to adopt rules of procedure for observers that guarantee that effective and substantive</p>   |





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|          |                                  | <p>contributions by stakeholders will be possible. The final rules of procedure regarding the participation of observers should ensure the following:</p> <ul style="list-style-type: none"> <li>• Relevant stakeholder organizations should obtain observer status upon request as long as long as not more than 2/3 of the plenary objects based upon the accurate presentation of facts that would cause a reasonable person to conclude that the observer would be likely to disrupt the operation of IPBES.</li> <li>• Scientific observer organizations should have the right to speak in a timely manner during plenary meetings, nominate experts to all subsidiary bodies and working groups, and suggest topics for review.</li> </ul>  |
| Page 3   | Rule 14                          | <p>SCB recommends the use of “shall” in this rule of procedure. The Rules of Procedure for the Intergovernmental Panel on Climate Change (IPCC) regularly use the word “shall” in describing the duties of the plenary body and Task Force Bureaus of the IPCC. Since the IPCC is the most similar international body compared to IPBES, the use of terms of art in the rules of procedure should follow IPCC unless there is a substantial reason for deviating. In English, “will” is predictive, while “shall” is directive or injunctive. As these are rules, and not predictions, “shall” is the appropriate word.</p>   |
| Page 4-7 | Rules 16, 17, 18, 21, 22, 29, 30 | <p>For all additional rules of procedure where the use of the term [shall] and [will] has not been resolved, for the same reason as above, SCB recommends the use of “shall” in the rules of procedure. The Rules of Procedure for the Intergovernmental Panel on Climate Change (IPCC) regularly use the word “shall” in describing the duties of the plenary body and Task Force Bureaus of the IPCC.</p>   |
| Page 6   | Rule 28                          | <p>SCB remains concerned that the work and efficacy of IPBES could easily be debilitated or impeded by a single nation acting to obstruct IPBES’s functionality. Therefore, SCB recommends the following:</p> <ol style="list-style-type: none"> <li>1) That separate rules of procedure be established for the review and adoption of reports of the IPBES, the MEP, or any task force or subsidiary body established by the IPBES plenary.</li> <li>2) That to have the most flexibility, Rule 28 should read as follows:<br/>“The members of the Platform <i>may</i> take decisions on matters of substance by consensus, unless otherwise provided in these rules.</li> </ol> <p>When consensus is not reached the main reasons for the objections shall be recorded in the report of the session.</p> <p>On matters of procedure, the members of the Platform are to</p> |



|        |         |   |
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|        |         | <p>make every effort to achieve consensus. If all efforts by the members of the Platform to achieve consensus on a matter of procedure have been exhausted, and no consensus has been reached, the decision will, as a last resort, unless otherwise provided by these rules of procedure, be taken by a <i>majority</i> vote of the members of the Platform present and voting.”</p>   |
| Page 7 | Rule 31 | <p>As stated above, SCB remains concerned that a single nation acting to obstruct IPBES’s functionality could easily debilitate the work and efficacy of IPBES. Therefore, SCB recommends the following for Rule 31:</p> <ol style="list-style-type: none"> <li>1. Modifications to these rules of procedure may be adopted by a <i>three quarters</i> vote of the members of the Platform.</li> <li>2. Any proposed modifications to these rules of procedure, submitted by members of the Platform or by the Bureau, should be communicated to all members of the Platform at least eight weeks before they are submitted to the session where the proposals are expected to be discussed.</li> </ol> <p>Because the Rules of Procedure address both procedural matters and substantive matters, a balance should be struck between Rule 28’s approach that guides decisions on substantive matters, and decisions by a vote on procedural matters. A clear super-majority of the Plenary members voting to change the Rules of Procedures protects the rights of the minority, while ensuring that no single nation can effectively block the work of IPBES.</p> |