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|  | **CONVENTION ON**  **MIGRATORY**  **SPECIES** | UNEP/CMS/COP13/Doc.XX  DD Month 2019*[This section will be completed by the Secretariat]*  Original: English |

13th MEETING OF THE CONFERENCE OF THE PARTIES

Gandhinagar, India, 17 - 22 February 2020

Agenda Item XX *[This section will be completed by the Secretariat]*

**TITLE**

**[GUIDANCE ON DRAFTING DOCUMENTS, RESOLUTIONS AND DECISIONS]**

*(Prepared by [Party])*

*[Insert the name of the Party]*

Summary:

*[Provide a short summary of the objective of the document, including references to legal mandates, such as COP Resolutions, COP Decisions, endorsement by subsidiary bodies of the COP, etc.*  e.g. ]

“This document reports on progress to implement Decision …” OR

“As requested [in Resolution 11.x] [by the Standing Committee at its xxth meeting] the [Secretariat] [Government of,,.] has [prepared a report on….] [drafted an Action Plan on…]”. *no more than 5 lines*

*Adjust box to fit*

TITLE

*[Draft a concise background document of not more than 12 pages in the format set out below. Use numbered paragraphs throughout. List requested actions, as required and provide relevant Annexes. Delete all blue text and examples before submitting the document to the Secretariat.]*

Background

1. This section should provide a concise background to the issue under discussion, including legal references. This first paragraph should reference the authority of the activities reported on (normally a decision, sometimes a paragraph of a resolution). Include the full text of the decision.
2. Continue drafting the text in numbered paragraphs.

[Issue X] OR [Activities]

1. This section should provide more detail to the issue at hand, including any ongoing processes or consultations, etc. If there are several issues to be dealt with, they should be addressed under separate headings. It can also be used to provide updates in activities undertaken.
2. XXX

[Issue Y]

1. XXX.
2. XXX

Discussion and analysis

1. Describe why an issue requires the attention of the COP, e.g. what the benefit/added value would be of the COP addressing the issue.

Recommended actions

1. The Conference of the Parties is recommended to:

*[The Conference of Parties could be invited to take any one or more of the below actions. Retain or adjust as relevant the actions from the below list, remove brackets and delete those actions that are not relevant.]*

1. [take note of this document;]
2. [note the Report contained in Annex [ ] of this document;]
3. [adopt the draft Resolution contained in Annex [ ] of this document;]
4. [adopt the draft amendments to Resolution XX.XX contained in Annex [ ] of this document;]
5. [adopt, as part of the draft [Resolution] [amendments to Resolution XX.XX], the Guidelines / Action Plan / Programme of Work contained in Annex [ ] of this document;]
6. [adopt the draft Decision(s) contained in Annex [ ] of this document;]
7. [adopt the draft Decision(s) contained in Annex [ ] of this document that renews/amends Decision 12.XX;]
8. [delete Decision(s) 12.XX;]
9. [repeal Resolution XX.XX.]

**Annex [ ]**

*[If relevant]*

[DRAFT RESOLUTION]

[PROPOSED AMENDMENTS TO RESOLUTION XX.XX]

**[TITLE]**

*[INSERT A TITLE]*

*[Draft preambular paragraphs without numbering, in accordance with the examples provided below, to provide the legal, political or scientific context of a proposed Resolution, e.g. relevant resolutions or decisions passed by CMS or other relevant organizations, such as the UN General Assembly, UN Environment Assembly of UNEP, CBD, CITES, etc., outcomes of studies, etc. Preambles are legally non-binding. Each paragraph should start with a verb, generally a present or past participle, adjective or adverb, be drafted in italics and end with a comma]*

*Recalling* General Assembly Resolution XX…*,*

*Recognizing* the continuing loss of biodiversity, as established in the *Global Biodiversity Outlook* …,

*Affirming* Parties’ commitment to the implementation of the *Aichi Targets* adopted under the Convention on Biological Diversity (CBD)*…,*

*Noting...,*

*Alarmed…,*

*Fully aware…,*

*The Conference of the Parties to the*

*Convention on the Conservation of Migratory Species of Wild Animals*

*[Draft operative paragraphs, setting out the actions to be undertaken by Parties, subsidiary bodies, the Secretariat or others, with numbering. Each paragraph should start with an action oriented verb in italics and end with a semicolon, with the exception of the last paragraph which should end with a full stop.]*

1. *Agrees* on the following definition of ‘resolutions’ and ‘decisions’ submitted to the Conference of Parties…;
2. *Urges* Parties to take steps to eliminate shark finning…;
3. *Recommends* Parties, non-Parties and other stakeholders, including non-governmental organizations, to engage in immediate cooperation to address the illegal killing, taking and trade of migratory birds …;
4. *Requests* the Secretariat and the Scientific Council to seek to enhance cooperation and collaboration with CITES and the IWC on small cetacean species...;
5. *Encourages* Parties to identify the needs of training and capacity development in research, species specific data collection and monitoring*….*

*[Where a resolution on the topic already exists, a proposal should be made to amend the existing resolution and indicate which parts of the resolution should be modified. In such cases, suggestions for new text should be inserted at the relevant location in the preamble or operative part and underlined and suggestions for deletions should ~~strike through the existing text~~.]. If the Conference of the Parties amended a Resolution at a meeting after the one at which it was adopted, the original number of that Resolution is followed by the indication ‘(Rev. COPXX)’, where 'XX' represents the number of the meeting at which the amendment was adopted. For example, Resolution 11.6 (Rev. COP12) indicates that Resolution 11.6 adopted at COP11 was amended at COP12).*

*Further, if a Resolution was previously amended by a prior COP, words to that effect should be included.]*

*6. Notes* that the following resolutions were repealed by a previous Conference of the Parties:

1. Resolution 10.3, *The Role of Ecological Networks in the Conservation of Migratory Species*; and
2. Resolution 11.25, *Advancing Ecological Networks to Address the Needs of Migratory Species*.

**Annex [ ]**

*[If relevant]*

DRAFT DECISION(S)

**[TITLE]**

*[INSERT A TITLE]*

*[New decisions: Prepare decisions with numbering and without a preamble, in accordance with the examples provided below, and direct them to relevant bodies in a logical order. A single instruction can be addressed to several bodies, e.g. Parties, intergovernmental and non-governmental organizations (see example 13.BB). The list of examples below is not exhaustive. Instructions can also be made to existing intersessional Working Groups, donors, NGOs, etc. New decisions may include entirely new text, or amend prior decisions]*

*[Renewal/amendment of decisions: A decision will be renewed when it will stand as it is for the next COP cycle or when it is amended, including changes in the dates, additions or partial deletion. Decisions that are renewed/amended will get a new numbering (13.xx). See example 13.CC. Where a decision is going to be renewed a proposal should be made to amend the existing decision and indicate which parts of the decision should be modified. In such cases, suggestions for new text should be inserted at the relevant location and underlined and suggestions for deletions should ~~strike through the existing text~~.].*

***Directed to Parties***

13.AA (12. AA) Parties are requested to:

1. xxx;
2. Report to the [Standing Committee] [Conference of Parties] at its xth meeting on the progress in implementing the decision.

*[Instructions can also be made to individual Parties or Range States of specific species.]*

***Directed to Parties, intergovernmental and non-governmental organizations***

13.BB Parties, intergovernmental and non-governmental organizations are encouraged to

1. provide financial and technical support to…
2. xxx;

***Directed to the Standing Committee***

13.CC (12.AB) The Standing Committee shall xxx

1. xxx;
2. xxx;
3. Report to the Conference of Parties at its ~~xx~~th 14th meeting on the progress in implementing this decision.
4. Adopt the template prepared by the working group

*[It is important that the Standing Committee receives an explicit mandate to monitor implementation of a decision, if required.]*

***Directed to the Scientific Council***

13.DD The Scientific Council shall:

1. xxx;
2. [Report to the Standing Committee at its xxth meeting on the progress in implementing this decision.]

***Directed to the Secretariat***

13.FF The Secretariat shall, [subject to the availability of external resources,] xxx

1. xxx
2. [Report to the Standing Committee / Scientific Council [ Sessional Committee] / Conference of Parties at its xxth meeting on the progress in implementing this decision.]

*[It is important to state whether implementation of an action by the Secretariat is subject to the availability of external resources.]*