



The rule of procedures of CBD meetings

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COOP4CBD Training Session on traditional ecological knowledge
in the context of the CBD – Trondheim – 11-12 June 2025

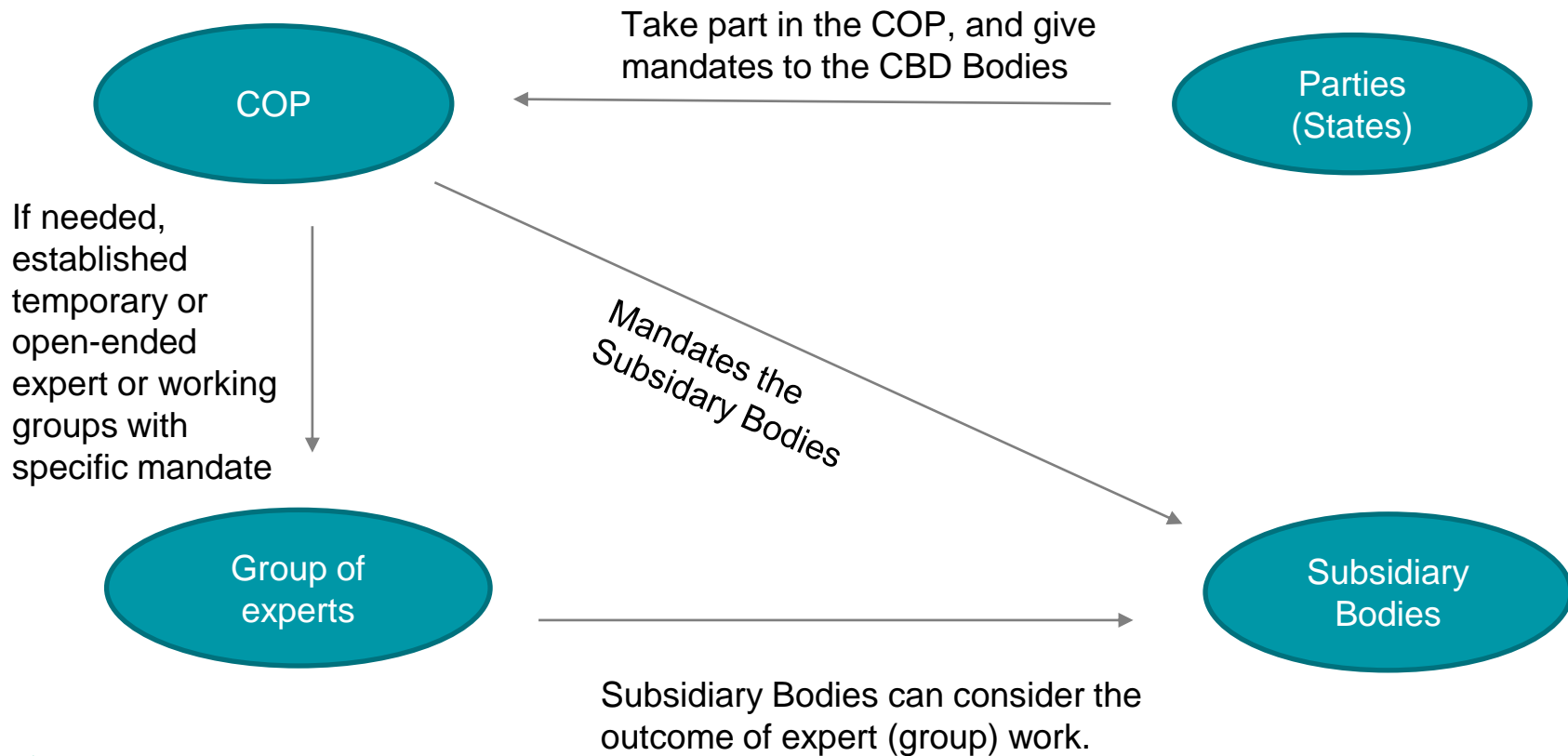


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I/ CBD Organization

I/ CBD organization



I/ CBD organization



Conference of Parties =

The **supreme governing body for the Convention**. It is the highest decision-making body. The COP is responsible for reviewing the implementation of the Convention and any related legal instruments. It has the power to make, within its mandate*, the decisions necessary to promote the effective implementation of the Convention

The biodiversity process revolves around the biennial meetings of the COP (or COP-MOPs). These sessions bring together Parties to the Convention and Parties to the Protocols, as well as observer States and organizations, the media, and the general public represented by various civil society and non-governmental organizations. The meetings have mostly taken place outside of the seat of the Secretariat hosted by different country Parties

[Secretariat Guidance](#)

I/ CBD organization



Subsidiary bodies =

The **Subsidiary Body for Scientific, Technical and Technological Advice (SBSTTA)**: is the **only subsidiary body established under the Convention**. It provides the COP and, as appropriate, its other subsidiary bodies with timely information and advice **on scientific, technical and technological matters** relating to the implementation of the Convention.

The **Subsidiary Body on Implementation (SBI)**: was established by the decision of COP XII to replace the Ad Hoc Open-ended Working Group on Review of Implementation of the Convention. It is responsible, inter alia, to review relevant information on progress in the implementation of the Convention and assist the COP in preparing decisions on enhancing the implementation of the Convention, as appropriate.

The Ad Hoc Open-ended **Working Group on Article 8(j) and Related Provisions**: is established by a decision of the COP 4. It focuses on the implementation of Article 8(j) of the Convention on knowledge, innovations and practices of indigenous and local communities, and related provisions.

[Secretariat Guidance](#)

I/ CBD organization



Both COP and Subsidiary Bodies have « Bureau »

1. At the commencement of the first session of each ordinary meeting a President and ten Vice- Presidents, one of whom shall act as Rapporteur, are to be elected from among the representatives of the Parties. They shall serve as the bureau of the Conference of the Parties. **The term of office of the President shall commence straight away and the terms of office of the Vice-Presidents shall commence upon the closure of the meeting at which they are elected.** In electing its Bureau, the Conference of the Parties shall have due regard to the principle of equitable geographical representation of the Small Island Developing States. The offices of President and Rapporteur of the meeting of the Conference of the Parties shall normally **be subject to rotation among the five groups of States referred to in section I, paragraph 1, of General Assembly resolution 2997 (XXVII) of 15 December 1972, by which the United Nations Environment Programme was established.**
2. The President shall **remain in office until a new President is elected at the commencement of the next ordinary meeting** and the Vice-Presidents shall remain in office until the closure of the next ordinary meeting. They shall serve as the bureau of any extraordinary meeting held during their term of office and provide guidance to the Secretariat with regard to preparations for, and conduct of, meetings of the Conference of the Parties. No officer may be re-elected for a third consecutive term.
3. The President **shall participate in the meeting in that capacity and shall not at the same time exercise the rights of a representative of a Party.** The Party concerned shall designate another representative who shall be entitled to represent the Party in the meeting and to exercise the right to vote.

I/ CBD organization



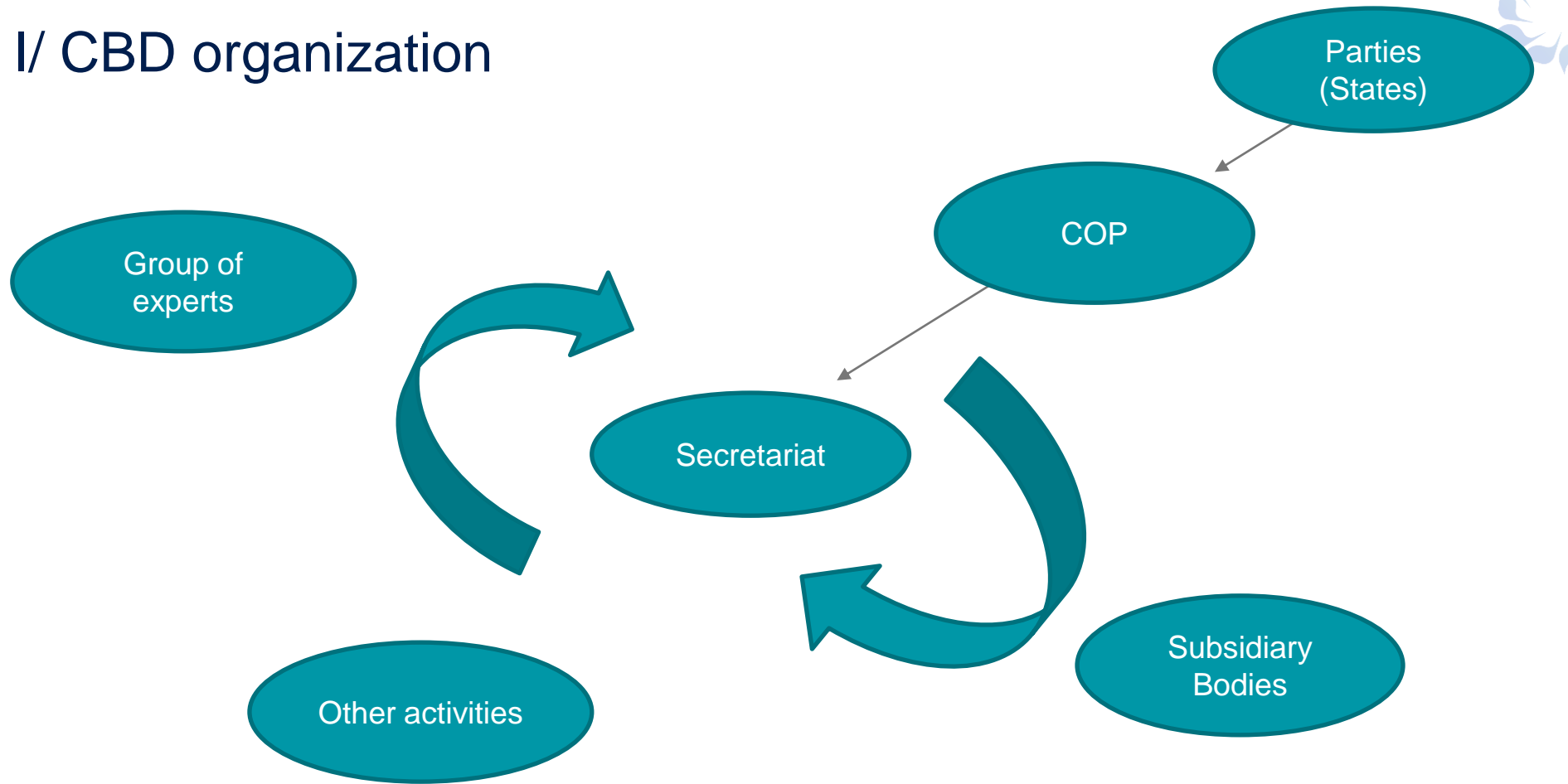
Secretariat = ARTICLE 24

1. A secretariat is hereby established. Its functions shall be:

- (a) To arrange **for and service meetings of the Conference of the Parties** provided for in Article 23;
- (b) To perform the functions assigned to it by any protocol;
- (c) To **prepare reports on the execution of its functions** under this Convention and present them to the Conference of the Parties;
- (d) **To coordinate with other relevant international bodies** and, in particular to enter into such administrative and contractual arrangements as may be required for the effective discharge of its functions; and
- (e) To perform such other functions as may be determined by the Conference of the Parties.

2. At its first ordinary meeting, the Conference of the **Parties shall designate the secretariat from amongst those existing competent international organizations which have signified their willingness to carry out the secretariat functions under this Convention.**

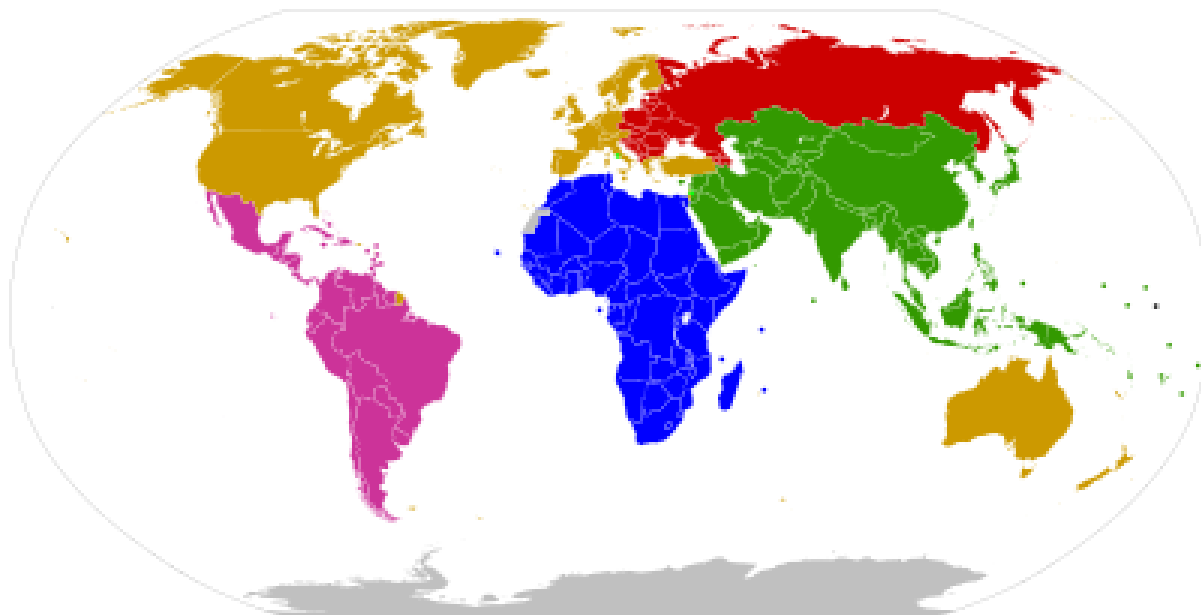
I/ CBD organization



II/ CBD main actors

II/ CBD's Main actors

States = PARTIES . Organized in « informal regional groups »



non-Parties:
Holy See and
USA

- Western European and Others Group
- Latin American and Caribbean Group
- African Group
- Eastern European Group
- Asia and the Pacific Group
- UN member not in any voting group (Kiribati)
- Observer states (Palestine, Holy See)
- Disputed territory

II/ CBD's Main actors



Non-States actors = OBSERVERS

- NGOs
- IGOs

organized in Major groups

- Experts (University & Scientific communities)
- Indigenous Peoples and Local Communities
- Companies (Business)
- Parleментарians
- Local Authorities
- Youth
- Women

III/ CBD Meetings conduct of business

III/ CBD Meetings conduct of business



1) CBD meeting terminology

- Plenary : The plenary meetings of the COP, and the subsidiary bodies **are the formal forums for opening of discussion and conclusion (SBs) or decision-making (COP) by Parties to the Convention and the Cartagena and Nagoya Protocols**. Plenary meetings are open to participation by all Parties, observers organizations, the media and other participants registered for the CBD sessions
- Working Groups : Working groups are set up when there are too many items on the agenda and two "plenary sessions" have to be held. It should be noted that no more than two working groups may be held in parallel, to enable smaller delegations to attend all the sessions.
- Contact Group : **Contacts groups are open-ended, and established to conduct negotiations on specific agenda items**, with the aim of achieving an agreed outcome. They are established by the COP, open-ended subsidiary bodies, or in-session working groups, based on a proposal by the President, Chair of the subsidiary body or the in-session working group, or a Party
- Friends of the Chair : **convened by presiding officers to advance negotiations on particularly difficult and politically sensitive issues**. A limited number of Parties are invited to participate in these closed meetings usually chaired by the presiding officer. Only invited delegates attend, no formal rules are applied, and the conduct of business is entirely at the discretion of the chair.

[Secretariat Guidance](#)

III/ CBD Meetings conduct of business



2) CBD meeting rules of procedure :



CHAIR

STATES



STATES



OBSERVERS



III/ CBD Meetings conduct of business



2) CBD meeting rules of procedure : PARTIES

1. **No one may speak at a session of the Conference of the Parties without having previously obtained the permission of the President.** Subject to rules 32, 33, 34 and 36, the President shall call upon speakers in the order in which they signify their desire to speak. The Secretariat shall maintain a list of speakers. The President may call a speaker to order if the speaker's remarks are not relevant to the subject under discussion.
2. The Conference of the Parties may, on a proposal from the President or from any Party, limit the time allowed to each speaker and the number of times each representative may speak on a question. Before a decision is taken, two representatives may speak in favour of and two against a proposal to set such limits. When the debate is limited and a speaker exceeds the allotted time, the President shall call the speaker to order without delay.

[RULES OF PROCEDURE FOR MEETINGS OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON BIOLOGICAL DIVERSITY \(Annex to Decision I/1 as amended by Decision V/20, section I\)](#)

III/ CBD Meetings conduct of business



2) CBD meeting rules of procedure : PARTIES

Rule 40

[1. The Parties shall make **every effort to reach agreement on all matters of substance by consensus**. If all efforts to reach consensus have been exhausted and no agreement reached, the decision [, except a decision under paragraph 1 or 2 of article 21 of the Convention] shall, as a last resort, be taken by a two-thirds majority vote of the Parties present and voting, unless otherwise provided by the Convention, the financial rules referred to in paragraph 3 of article 23 of the Convention, or the present rules of procedure. [Decisions of the Parties under paragraphs 1 and 2 of article 21 of the Convention shall be taken by consensus.]]

2. **Decisions of the Conference of the Parties on matters of procedure shall be taken by a majority vote** of the Parties present and voting.

3. If the question arises whether a matter is one of procedural or substantive nature, the President shall rule on the question. An appeal against this ruling shall be put to the vote immediately and the President's ruling shall stand unless overruled by a majority of the Parties present and voting.

4. If on matters other than elections a vote is equally divided, a second vote shall be taken. If this vote is also equally divided, the proposal shall be regarded as rejected.

5. For the purposes of these rules, the phrase "Parties present and voting" means Parties present at the session at which voting takes place and casting an affirmative or negative vote. Parties abstaining from voting shall be considered as not voting.

[RULES OF PROCEDURE FOR MEETINGS OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON BIOLOGICAL DIVERSITY \(Annex to Decision I/1 as amended by Decision V/20, section I\)](#)

III/ CBD Meetings conduct of business

2) CBD meeting rules of procedure : PARTIES

Rule 39

1. Except as provided for in paragraph 2 of this rule, **each Party shall have one vote.**
2. Regional economic integration organizations, in matters within their competence, shall exercise their right to vote with a number of votes equal to the number of their member States which are Parties. Such organizations shall not exercise their right to vote if their member States exercise theirs, and vice versa.

RULES OF PROCEDURE FOR MEETINGS OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON BIOLOGICAL DIVERSITY (Annex to Decision I/1 as amended by Decision V/20, section I)

III/ CBD Meetings conduct of business

2) CBD meeting rules of procedure : OBSERVERS

The participation of observer representatives in the proceedings of meetings is governed by rules 7 and 29 of the rules of procedure.

Observers have a number of ways to participate in the meeting by (a) making short and concise verbal statements upon the invitation of the chair or contact group convenor; (b) holding pre-scheduled side events; (c) holding pre-scheduled press conferences; (d) making available relevant information materials; and (e) setting-up by pre-arrangement displays such as exhibitions and posters.

!To be registered observers have to gain support by at least one Party!

Meetings designated by the chair or contact group convenor as CLOSED are not open to observers.

Secretariat of the Convention on Biological Diversity, “[guidelines on conduct expected of participants in cbd processes](#)”



III/ CBD Meetings conduct of business



2) CBD meeting rules of procedure : OBSERVERS

Rule 7

1. The Secretariat shall notify any body or agency, whether governmental or non-governmental, **qualified in fields relating to the conservation and sustainable use of biological diversity**, which has informed the Secretariat of its wish to be represented, of meetings of the Conference of the Parties so that they may be represented as observers unless at least one third of the Parties present at the meeting object.
2. Such observers may, upon invitation of the President, participate without the right to vote in the proceedings of any meeting in matters of direct concern to the body or agency they represent unless at least one third of the Parties present at the meeting object.

[RULES OF PROCEDURE FOR MEETINGS OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON BIOLOGICAL DIVERSITY \(Annex to Decision I/1 as amended by Decision V/20, section I\)](#)

III/ CBD Meetings conduct of business



3) Side Events

[SIDE EVENTS](#)[DASHBOARD](#)

Side-Events

The online side-event request system will be open for requests for the upcoming SBSTTA-25 meeting shortly.

SBSTTA-26

2024-05-13 to 2024-05-18

Request a Side-event

Deadline for this side-event registration is:
2024-03-21 04:59 UTC

SBI-04

2024-05-21 to 2024-05-29

Request a Side-event

Deadline for this side-event registration is:
2024-03-21 04:59 UTC

IV/ CBD Meeting document

IV/ CBD Meetings Document



1) Document structure

Negotiation document	Official documents (outputs)
<p>Non-paper : informal text proposal for negotiation purposes</p> <p>CRP = Conference Room Paper</p> <p>L = Limited distribution</p>	<p>DEC = Decision</p> <p>REC = Recommendation</p> <p>INF = Information</p>



ID of the document + date
The id gives information:
“CBD”: who
“COP”: in which meeting
“DEC”: type of document (here Ruling)
“15”: number of the meeting
“4”: number of the document

Meeting +
date +
number of
the item in
the agenda

Who is
speaking
through the
document

Preambular
part: Context
of the
Decision



Convention on Biological Diversity

Distr.
GENERAL

CBD/COP/DEC/15/4
19 December 2022

ORIGINAL: ENGLISH

CONFERENCE OF THE PARTIES TO THE
CONVENTION ON BIOLOGICAL DIVERSITY
Fifteenth meeting – Part II
Montreal, Canada, 7-19 December 2022
Agenda item 9A

DECISION ADOPTED BY THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON BIOLOGICAL DIVERSITY

15/4. Kunming-Montreal Global Biodiversity Framework

The Conference of the Parties,

Recalling its decision 14/34, in which it adopted the preparatory process for the development of the post-2020 global biodiversity framework and decided to establish an open-ended intersessional working group to support its preparation,

Noting the outcomes of the first, second, third, fourth and fifth meeting of the Open-ended Working Group on the Post-2020 Global Biodiversity Framework, of the regional and thematic consultations and workshops conducted based on decision 14/34 and of the intersessional work conducted on digital sequence information on genetic resources,¹

Noting also the outcomes of the eleventh meeting of the Ad Hoc Open-ended Working Group on Article 8(j) and Related Provisions, of the twenty-third and twenty-fourth meetings of the Subsidiary Body on Scientific, Technical and Technological Advice and of the third meeting of the Subsidiary Body on Implementation,²

Expressing its gratitude to the following Governments and organizations for hosting these

Id of the decision

Thank you for your attention!

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