

Training Webinar Preparation of draft resolutions for the

the 14th meeting of the Conference of the

# **Contracting Parties to the Convention on Wetlands**

23 March 2021

Secretariat of the Convention on Wetlands



# Background

- Standing Committee 58 requested the Secretariat to provide technical assistance to Contracting Parties in the preparation of draft resolutions for COP14 in accordance with Resolution XIII.4 on *Responsibilities, roles and composition of the Standing Committee and regional categorization of countries under the Convention*:

*Encourages the Secretariat to re-engage with Parties, at their request, in preparing draft resolutions, so as to improve the quality of possible decisions that are tabled for consideration.*



# Background

- The SC instructed the Secretariat to edit and finalize the review the document SC58 Doc.20.4 Process for preparation, submission and review of draft resolutions for its consideration.
- The SC approved intersessionally the process for the preparation and review of draft resolutions presented in the amended document SC58 Doc.20.4 Rev.4:
  - Reflecting the inputs of the consultative group on the review of Resolutions and Decisions of the Standing Committee,
  - Input from members of the Standing Committee.



# Preparation and submission of draft resolutions for COP14

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The Secretariat has prepared a guidance for the Preparation and submission of draft resolutions for COP14 based upon the guidance prepared for COP13.

- Role of the Secretariat in the preparation of draft resolutions:
  - Support Contracting parties through capacity-building webinars (one for each official language).
  - When requested, provide limited technical support after the draft is submitted.
  - Prepare cover notes to each draft resolution.
  - The Secretariat will edit and finalize the proposals, on the basis of the recommendations of the Standing Committee
  - In accordance with Decision SC58-10, facilitate preparation and implementation of virtual regional meeting (e.q. Pre-COPs) to review draft resolutions.

# Guidance note on preparation of submissions for draft resolutions - Process and Timeline

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- The deadline for the submission of draft resolutions is 22 of April - 60 days before the SC59 (21-25 June 2021).
- The Secretariat encourages Contracting Parties to submit draft resolutions as early as possible in advance of the deadline, so that they can be published in the official languages of the Convention three months before SC59.
- An early submission will also enable the Convention's Scientific and Technical Review Panel to consider any draft resolutions it is requested to review.

# Guidance note on preparation of submissions for draft resolutions - Content of submissions to SC

Documents submitted should include:

**Summary Introduction**  
including the potential workload  
and how much funding is required.



**Text of the draft resolution.**



**Annexes** to provide context,  
guidance or additional information  
to be included if adopted at COP14.



# Guidance note on preparation of submissions for draft resolutions - Drafting guidance

- *Suggested length:* Maximum of ten pages in length, including the summary introduction, the draft resolution text and any annexes.
- *Language:*
  - Use short sentences and simple language that will be relevant long after the COP at which it is agreed.
  - Ensure that the subject and content of the draft reflects new information and ideas avoiding potential overlap with existing resolutions.



# Guidance note on preparation of submissions for draft resolutions - Drafting guidance



## ***Consider potential overlap with prior decisions of the Convention***

Consult Annex 1 Categorization of Resolutions of the Conference of Contracting Parties to the Convention on Wetlands SC58- 13.

## ***Example text for the draft Resolution***

- CONFIRMS that the present Resolution supersedes [paragraph x of] Resolution XX.yy, which is retired
- CONFIRMS that this updated text and its annexes supersede those adopted as Resolution XX.yy, which is replaced by the present Resolution.
- CONFIRMS that the guidance annexed to this Resolution supersedes the earlier guidance on this matter adopted as Annex x to Resolution XX.yy.





# Guidance note on preparation of submissions for draft resolutions - Drafting guidance

- *Summary introduction for the Standing Committee:*
  - Please include and invitation to the SC to review and approve the draft resolution for consideration at COP14.
  - May include accompanying background information to provide context and help with the SC decision.
  - It must include a table with the potential impact on the Secretariat's workload and the Convention's budgets.

*Table 1: Example of information on financial implications of implementing draft resolutions*

Paragraph	Action	Cost (CHF)
20. REQUESTS the Standing Committee to prepare a summary report...	Secretariat to coordinate drafting project, consultant to draft report (10 days)	CHF 5,000 (one-off cost)



# Guidance note on preparation of submissions for draft resolutions - Drafting guidance

- *Text in the proposed draft resolution:*
  - All paragraphs should be numbered consecutively 1,2,3, etc.. Starting on the preamble.
  - Preambular paragraphs should present a brief of background information .
  - Resolutions or Recommendations to be cited should be combined into a single initial preambular paragraph in chronological/numerical order with the resolution title.
  - Further preambular paragraphs can be use to reference citations from other Conventions and other sources.

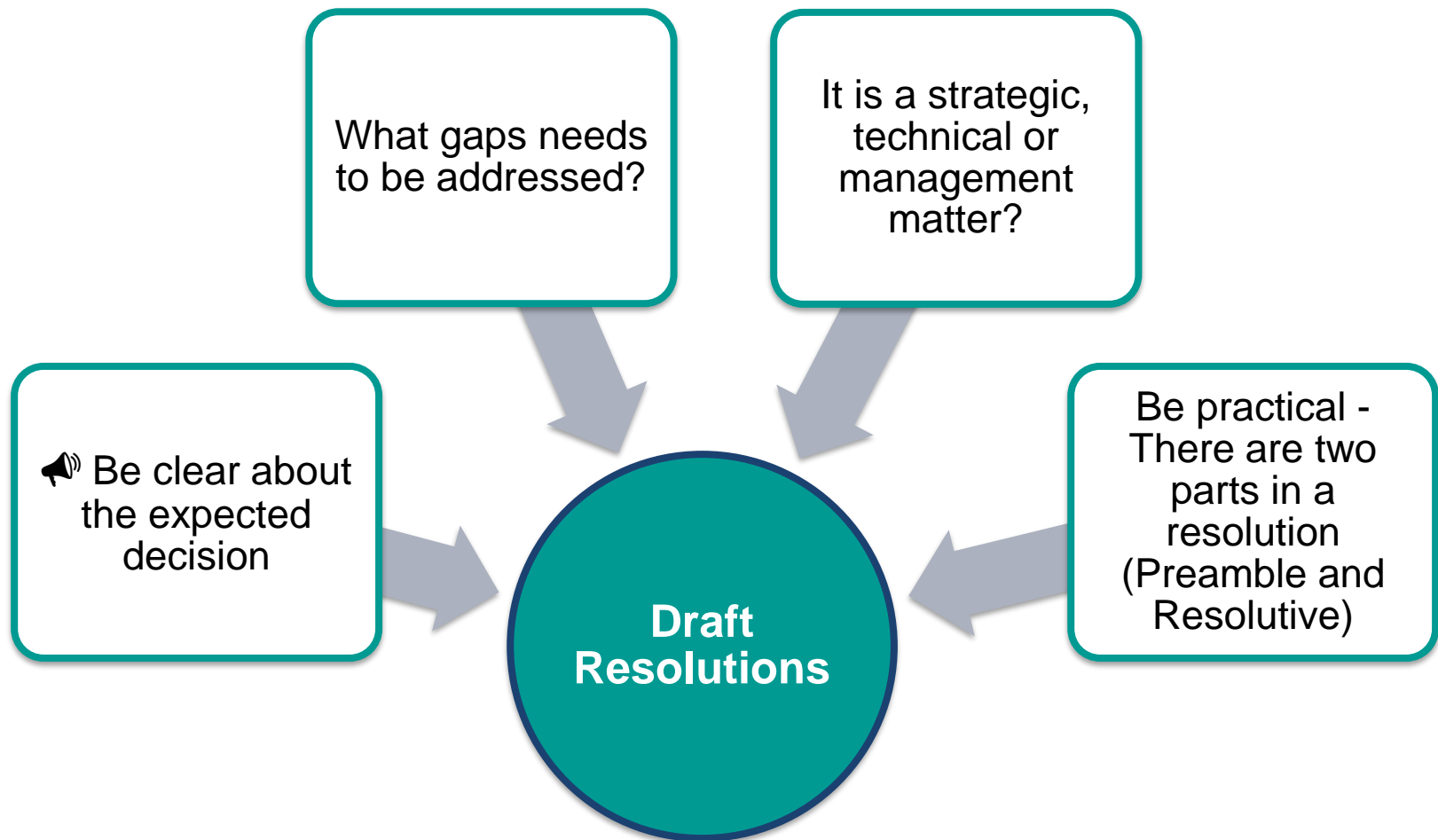


# Guidance note on preparation of submissions for draft resolutions - Drafting guidance

- *Annexes*: Provide information that is necessary to understand what is being agreed in the resolution.
  - Annexes are numbered following the order in which they are referred to in the draft resolution. Each annex should start on a new page.
  - Paragraphs should be numbered consecutively 1,2, 3, etc.
  - Subparagraphs should be numbered i), ii), iii) etc
  - Tables or figures should be titled as such and numbered consecutively.



# In Summary





# Guidance note on preparation of submissions for draft resolutions - Drafting guidance

For useful models, please see the

<https://www.ramsar.org/document/list-of-resolutions-and-recommendations-of-the-conference-of-contracting-parties-to-the>

**Example of a Resolution on the web site:**

[https://www.ramsar.org/sites/default/files/documents/library/xiii.4\\_sc\\_roles\\_e.pdf](https://www.ramsar.org/sites/default/files/documents/library/xiii.4_sc_roles_e.pdf)

[https://www.ramsar.org/sites/default/files/documents/library/xiii.17\\_rapid\\_assessment\\_ecosystem\\_services\\_e.pdf](https://www.ramsar.org/sites/default/files/documents/library/xiii.17_rapid_assessment_ecosystem_services_e.pdf)





A group of approximately ten people are working in a flooded rice paddy field. They are bent over, planting young rice seedlings into the muddy water. The field is filled with rows of green rice plants. In the background, there is a dirt embankment with some sparse vegetation. The overall scene depicts a traditional agricultural activity.

# Thank you