

## 16<sup>th</sup> Meeting of the Standing Committee

Sofia, Bulgaria, 6 June 2019

### Elements for a Protocol on Handling of Future Documents and Guidelines



At its 15<sup>th</sup> Meeting the Standing Committee requested the Secretariat to start preparing a protocol on the handling of future documents (e.g. draft resolutions) and guidelines based on suggestions received at MoP8.

#### 1. Format of draft resolutions

Members of the Advisory Committee have requested the Secretariat to provide a template for draft resolutions before MoP9 in order to harmonise their format and the preambular paragraphs.

#### 2. Posting of documents on the EUROBATS website

There has been a request that the publication date of documents should be made visible on the EUROBATS website and the list of documents.

#### 3. Handling of documents that are revised during MoPs

It has been requested to not only project revised documents on screen but to make them also available on the website and to make all changes visible as track changes.

#### 4. Handling of future guidelines that are not formally adopted by a MoP before their publication

This request refers primarily to new guidance documents and the discussion that took place during MoP8 – in case guidance documents needed an endorsement by the Parties (i.e. were part of a resolution). It was proposed to submit the final draft to all the focal points for their review.

Another proposal suggested to amend the terms of reference for the Advisory Committee and the Standing Committee for the next MoP session in order to give the Standing Committee the remit to endorse guideline updates when required. It was also agreed that guideline updates would be circulated to the Parties through a written procedure with a reasonable deadline to comment on the draft. These

comments would be compiled and forwarded to the respective Intersessional Working Group (IWG) that would then finalise the document. The IWG could either decide to pass it to the MoP to endorse the guidelines or to the Standing Committee for endorsement. In cases where the IWG made substantial changes to the final draft of the guidelines, it could not be endorsed by the Standing Committee, but it had to be submitted to the Parties again. It was agreed that this had to be decided on a case to case basis. It was also agreed that the similar procedure could be applied in case of new guidance documents as well and that in Draft Resolutions a reference to this should be included.

The Secretariat seeks further feedback from the Standing Committee in order to draft a protocol for such a procedure, which then could be reviewed at its next meeting.