

## **Rules of Procedure**

### **ASEAN Working Group on CITES and Wildlife Enforcement (AWG-CITES and WEN)**

#### **Chapter I**

#### **MEETINGS**

##### **Rule 1**

##### **Frequency of the Meetings**

The ASEAN Working Group on CITES and Wildlife Enforcement (hereafter to be called Working Group) shall meet at least once a year. Additional meetings may be held whenever deemed necessary. On matters requiring immediate attention and where additional meetings cannot be held, consultation shall be carried through appropriate channels.

##### **Rule 2**

##### **Date and Venue**

The Working Group shall at each meeting recommend the date and venue of its next meeting.

##### **Rule 3**

##### **Agenda**

The provisional agenda for each meeting shall be drawn up by the current Chairperson in consultation with Members States, the Lead Country of the Working Group and the ASEAN Secretariat.

##### **Rule 4**

##### **Documents of the Meeting**

Agenda items proposed in the Provisional Agenda shall be supported by the necessary background information and details, copies of which shall be provided to all Member States at least two (2) weeks before the meeting.

##### **Rule 5**

##### **Chairperson and Vice-Chairperson of the Meeting**

The meeting of the Working Group shall be chaired by the Host Country, while the Vice-Chairperson will be elected from the Member States, which shall be rotated once in every meeting, based on the alphabetical order and the decision of the meeting. They will hold office until the next meeting. If the Chairperson is absent from a meeting, or any part thereof, the Vice-Chairperson will preside.

## **Chapter II**

### **LEAD COUNTRY**

#### **Rule 6 Appointment**

The Lead Country for the Working Group appointed through consultation and consensus among Member States is **Thailand**.

#### **Rule 7 Responsibilities**

The Lead Country shall:

- (i) consult with Member States on matters requiring immediate attention in between meetings;
- (ii) monitor the implementation of decisions taken;
- (iii) take initiative with assistance of the ASEAN Secretariat and after consultation with Member States to make funding arrangement to facilitate work of the Working Group; and
- (iv) perform such duties as may be assigned by the Working Group.

## **Chapter III**

### **HOST COUNTRY**

#### **Rule 8 Responsibilities**

The Host Country shall have the following duties and responsibilities:

- (i) convene the meeting of the Working Group in consultation with the Member States. Notification of the date of the meeting shall be informed to Member States at least one (1) month ahead before the meeting is convened; and
- (ii) oversee the organisation and arrangements of the meeting with the assistance and support of the ASEAN Secretariat.

#### **Rule 9 Support Staff**

The Host Country shall determine the support staff needed to assist in carrying out the duties and responsibilities, and shall also provide secretarial and support services during the meeting.

## **Chapter IV**

### **NATIONAL FOCAL POINTS**

#### **Rule 10 Responsibilities**

Each Member State shall nominate a National Focal Point and/or an alternate to:

- (i) ensure active and effective communication and dissemination of information, including sharing the results arising from the activities of the Working Group; and
- (ii) facilitate the effective implementation of the activities of the Working Group in each Member State.

## **Chapter V**

### **COMPOSITION**

#### **Rule 11 ASEAN Member States**

Members of the Working Group must be officials or individuals authorised by Member States. They are expected to demonstrate excellent analytical skills and knowledge for addressing issues related to trade in wild fauna and flora consistent with sustainable management, conservation and protection, and the illicit trafficking of wildlife and timber.

#### **Rule 12 ASEAN Secretariat**

Representatives nominated by the ASEAN Secretariat may attend the Working Group meetings as resource persons.

#### **Rule 13 Non-ASEAN Member States**

The Working Group may invite, if deemed necessary, individuals and experts from international organisations, academia, private sector as well as civil society organisations (CSOs) to its meetings or to any related events organised by the Working Group as observers.

## **Chapter VI**

### **MEETING REPORTS**

#### **Rule 14**

##### **Preparation and Finalisation**

The preparation of the draft Report of the Meeting shall be the responsibility of the ASEAN Secretariat under the supervision of the Chairperson, and will be presented to the meeting. The Report shall be finalised and adopted by consensus at the meeting, and shall be made available to all Member States by the ASEAN Secretariat.

#### **Rule 15**

##### **Adoption**

If any of the Member States are unable to be represented at the meeting, any comments of the Report of the Meeting should be submitted to the current Chairperson of the Working Group not later than one (1) month after receiving the Report of the Meeting. Otherwise, the Report shall remain confirmed and adopted.

#### **Rule 16**

##### **Submission**

The report of each meeting shall be submitted to ASOF and a copy shall be transmitted to SOM-AMAF and the ASEAN Secretariat. A copy of the report shall also be transmitted to all Member States that are not represented during the Working Group meeting.

#### **Rule 17**

##### **Confidentiality**

Documents and reports shall be treated as confidential, unless otherwise as agreed by the Working Group at its meeting.

## **Chapter VII**

### **SPECIALISED TASK FORCE**

#### **Rule 18**

##### **Establishment**

The Chair, on an approved motion from the Working Group members, may create specialised task force to address specific time-bound issues affecting trade in wild fauna and flora and the illicit trafficking of wildlife and timber. Each Member State shall submit an equitable number of nominees for the specialised task force to the Working Group for approval.

**Rule 19**  
**Responsibilities**

Upon its formation, the task force members shall choose among themselves their Chair and Vice-Chair to conduct its work. The task force shall complete the assigned activities within the agreed timeframe and report its work to the Working Group at its regular meeting.

**Chapter VIII**

**REPRESENTATION**

**Rule 20**  
**Reporting to ASOF and SOM-AMAF**

The Lead Country or her designated representative shall represent the Working Group at meetings of ASOF to report on the progress of its work for consideration by this parent body, and may also upon request, accompany the Chairperson of ASOF to meetings of SOM-AMAF and AMAF.

**Rule 21**  
**Guidance from ASOF and SOM-AMAF**

The Lead Country or her designated representative shall, on such occasions, seek guidance or instructions from ASOF and/or SOM-AMAF pertaining to the programme of work of the Working Group.

**Chapter IX**

**AMENDMENT AND SUSPENSION OF RULES**

**Rule 22**  
**Amendment and Suspension**

Any of these Rules of Procedure may be amended or suspended by the Working Group during its regular meetings. The amended or suspended Rules of Procedure shall be forwarded to ASOF for their further consideration and endorsement, upon which the amendment or suspension shall take into effect.

## **Chapter X**

### **ENTER INTO FORCE**

#### **Rule 23** **Effectivity**

The Rules of Procedure shall take into effect immediately upon endorsement by ASOF.

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