



# Secretariat of the Convention on Biological Diversity



## “A Guide for Working Group Chairs at COP and SBSTTA Meetings”

During the meeting of the COP Bureau in Rome (10 February 2008), it was agreed that having a manual on Convention processes to guide chairs would be useful.

Working groups are common to all COP and SBSTTA meetings. The Secretariat is very pleased to launch “[A Guide for Working Group Chairs at COP and SBSTTA Meetings](#)”.

Drawing from the Conference of the Parties’ rules of procedure, existing CBD practice and a series of UNEP publications written for negotiators working in multilateral environmental contexts, the guide targets the chairs of in-session CBD working groups.

The guide provides a general overview of Convention processes at the working group level and background on such things as the conduct of work, smaller informal groups and documentation. This accessible and easy to read publication will be provided to all working group chairs in the upcoming ninth meeting of the COP and the fourth meeting of the COP-MOP.

In addition, the Secretariat has partnered with UNEP’s [Division of Environmental Law and Conventions \(DELIC\)](#) to provide to each working group chair a hard copy version of DELIC’s [glossary of terms for negotiators](#).

To further complement the guide, the Secretariat has provided, through the CBD website, the full set of DELIC publications. All of these “[Resources for Negotiators](#)” are easily found on the web pages for the [COP](#) and [MOP](#).

The guide will be an evolving document. It will be further refined as experience is gained from its use and as comments are received.



ONE NATURE • ONE WORLD • OUR FUTURE  
COP 9 MOP 4 Bonn Germany 2008

