



## GUIDELINES ON CONDUCT EXPECTED OF PARTICIPANTS IN CBD PROCESSES

### I. Guidelines for the participation of representatives of non-governmental organizations<sup>1</sup> at meetings of the bodies of the Convention on Biological Diversity and the Protocols

1. Meetings of the Conference of the Parties of the Convention on Biological Diversity and its subsidiary bodies, including meetings of the Conference of the Parties serving as the meeting of the Parties to the Cartagena and the Nagoya Protocol, are convened for negotiations between the Contracting Parties to the Convention on Biological Diversity and the Parties to the respective Protocol. Observers are welcome to attend these meetings, subject to the relevant provisions of the Convention, the Protocols, the rules of procedure, and applicable rules of the United Nations.

2. These guidelines have been prepared and made available to encourage the effective participation of observers in the process, to promote a harmonious atmosphere supportive of an intergovernmental meeting, and to provide a point of reference for all.

3. These guidelines are not exhaustive. They provide information reflecting current practice regarding observers' attendance and participation at the meetings of multilateral environmental agreements. They are in line with guidelines governing observer participation at sessions of other bodies in the United Nations system.

#### A. Access

4. Only bodies or agencies that have been duly accredited to be represented as observers and officially communicated to the Secretariat the names of their representatives and are pre-registered will be registered at the venue and receive a badge for meetings.

5. Observer representatives will normally be at least 18 years of age. Younger representatives may be registered at the discretion of the Secretariat.

6. Badges issued at registration must be worn visibly at all times in the meeting venue.

7. Participants shall be prepared to verify their identity upon the request of Secretariat officials or security staff.

#### B. Etiquette and safety

8. Observer representatives admitted to Convention meetings shall co-operate with Secretariat officials and security staff and comply with their requests and instructions regarding access to and conduct within the venue including the use of its facilities.

9. Interfering with the movement of participants at any time or location within the venue is not permitted.

10. The flags and any officially recognized symbols of the United Nations and of its member States shall be treated with respect.

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<sup>1</sup> The secretariat encourages non-governmental organizations and their representatives to liaise with the Secretariat during meetings and sessions on matters of concerns related to their participation.



11. In all cases, please respect other participants' social, cultural, religious or other opinions and refrain from personal attacks.

### **C. Participation**

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

13. 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.

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

15. The meeting venue may not be used at any time for unauthorized media actions and publicity events, including demonstrations.

### **D. Information and publicity materials**

16. Only Secretariat officials may distribute materials in official conference rooms including those for plenary, working groups and contact groups.

17. Exhibitions may be set up and posters may be displayed only at designated locations, and only by prior pre-arrangement with the Secretariat. The posting of notices for authorized events does not require prior permission from the Secretariat, provided that they are posted only in designated locations.

18. All participants are encouraged to join efforts to make CBD meetings greener. In that regard, documents, publicity materials (e.g. leaflets, publications, boards, banners, etc.) provided they are relevant to the negotiations, may be displayed at the online virtual display table that is accessible through this link: <https://www.cbd.int/conferences/2021-2022/virtual-tables/publications>

19. Other materials relevant to the negotiations may be distributed at appropriate locations only in consultation with the Secretariat.

20. The distribution of any documents or statements in conference rooms must be authorized by the Secretariat. Please contact Observer Organizations Liaison Officer.

21. Materials containing abusive or offensive language or images are not permitted on the Conference premises.

22. Material for display should be clearly attributable to one of the Parties, UN organizations or to the observer organizations duly admitted by the Conference of the Parties.

### **E. Use of the emblems or logos**

23. Use of the United Nations and UNEP emblems on non-official documents and publications, including publicity material, is expressly prohibited.

24. No use of the CBD and meeting logos without the authorization of the Secretariat.

25. The United Nations flag may not be displayed in meeting rooms, except with the authorization of the Secretariat.

## **II. CODE OF CONDUCT TO PREVENT HARASSMENT**

26. This is to kindly draw your attention to the Code of Conduct issued by the United Nations (UN) to prevent harassment, including sexual harassment, at UN System events, which include meetings, conferences, side events, workshops and other events organized under the Convention on Biological Diversity and its Protocols' processes.

27. Participants are reminded about the importance of ensuring a safe work or conference environment for everyone present at CBD meetings either in-person or online. The UN and the CBD Secretariat believe that it is our duty to be guided by the highest ethical and professional standards during UN and CBD events.

Participants are expected to conduct themselves with integrity and respect towards others, whether a delegate or a staff member. The CBD Secretariat is committed to promoting a work as well as conference environment free of discrimination, harassment, including sexual harassment and abuse of authority, in which all people are treated with dignity and respect.

28. The UN Code of Conduct contains information on its scope and applicability, defines the term harassment and provides examples of harassment, and outlines the complaint process and appropriate actions that may be taken if such a situation occurs. It applies to all meetings and participants, including all persons attending or involved in any capacity in CBD events. The Code of Conduct is available in the six United Nations languages at the following link: <https://www.un.org/en/content/codeofconduct/>

29. The Secretariat hopes that the Code of Conduct will enable all those concerned to become more engaged and proactive in establishing and maintaining CBD events that are free from any form of harassment.

### **III. GUIDELINES ON THE SCOPE OF MEDIA ACTIONS, DISTRIBUTION OF PUBLICITY MATERIALS, AND USE OF UN EMBLEM AT CBD MEETINGS**

#### **A. Media actions**

30. Media actions and publicity events are permitted only in the designated areas authorized by the Secretariat. Information may be obtained from the Conference Services Officer or the Cooperation and Engagement Officer.

31. No actions inside plenary rooms and conference rooms are allowed.

32. Concealing identity with masks (except medical face masks) is not allowed.

33. No impersonated objects (i.e., satirical drawings of Heads of States, negotiators, individuals) are allowed.

34. Smooth flow of crowd and an appropriate level of sound that is acceptable to other participants should be maintained, in consultation with the Conference Services Officer or Observer Organizations' Liaison Officer, if necessary.

35. No activity contemptable to the UN, any of their Member States, organizations or any individual or criticism that would go against basic rules of decorum is allowed.

36. UN Security reserves the right to revoke previously issued permissions for media actions any time if the security conditions so require.

#### **B. Use of cameras and audio/video recording devices**

37. The taking of still photographs and making of audio or video recordings within a United Nations designated meeting venue is subject to the guidelines below and, as required, by other guidance or instructions deemed necessary by the Secretariat or UN Security on site.

38. Still photographs may be taken by meeting participants within public areas, such as lobbies and corridors, and in meeting rooms provided that such activities do not disrupt the activities or movements of other participants or the security provisions of that area.

39. Video and audio recordings may be made by participants in public areas, such as lobbies and corridors, provided that such activities do not disrupt the activities or movements of other participants or the security provisions of that area, and those making such recordings have the permission of those they wish to record.

40. Audio and video recordings by Party or observer organization participants during open and closed official meetings, including contact groups, and in designated high-security zones, is permitted only for those who are contracted by the Secretariat. Webcasts of open meetings will be available for meetings of the Conference of the Parties and its working groups through the Secretariat website.

41. In the case of professional or commercial audio, video or film producers and technicians accompanying a Party or an observer organization, the delegation concerned is requested to identify such person(s) on their delegation list and provide information on the purpose of audio, video or film production. Once approved the SCBD media accreditation, the person(s) will be assisted by Secretariat staff on site to complete their assignments, including an escort by Secretariat or security staff into meeting rooms or other areas should this be requested.

#### **IV. MEASURES AGAINST VIOLATIONS**

42. Except for the commission of an apparent serious offence under section II above, any non-observance of these guidelines would normally be resolved through consultations between the Secretariat and the responsible delegation or individual representative.

43. Kindly note, however, that the Secretariat and United Nations Department of Safety and Security reserve the right to take the following measures for non-observance of the guidelines and code of conduct specified in sections I to III above:

- (a) Confiscation of the representative's badge;
- (b) Removal of the representative from the premises;
- (c) Confiscation of unauthorized material;
- (d) Any other measure deemed appropriate or necessary, including banning an organization and its representatives from attending future CBD meetings.

**The security of the venues for meetings of the Convention and Protocols bodies is the responsibility of the Secretariat in collaboration with and the United Nations Department of Safety and Security. The Executive Secretary has the authority to take any action necessary to maintain this security, including denying access to the venues.**

**Observers are responsible for the conduct of each of their representatives. Any behaviour not consistent with these guidelines may have an impact on the participation of the organization and/or of the individual.**

**The Secretariat welcomes the full support of participants in maintaining an ambience conducive to intergovernmental discussions and negotiations, and to open and fruitful dialogue between Parties and observers.**