

Annex I
Modalities for the early submission of statements for SBI-7 and SBSTTA-28

I. Introduction

1. In paragraph 3 of decision [16/25](#) of the Conference of the Parties to the Convention on Biological Diversity and the concurrent decisions of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety to the Convention on Biological Diversity and the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from Their Utilization to the Convention on Biological Diversity,¹ the Executive Secretary, together with the Bureaux, was requested to explore and make use of, as appropriate, relevant ways and means to facilitate early preparations for meetings, such as options for streamlining agendas, peer-reviewing documents in advance and the early submission of statements.
2. At their joint meeting held on 10 June 2026, the Bureau of the Conference of the Parties and the SBSTTA Bureau agreed to implement modalities for the early submission of statements for SBI-7 and SBSTTA-28, building upon the experience related to the implementation of pilot modalities at the previous meeting of the Subsidiary Bodies. Based on the experience and feedback from Parties and observers, the modalities have been updated to improve efficiency, transparency, clarity and inclusiveness, while maintaining the Party-driven nature of intergovernmental meetings under the Convention and its Protocols.
3. The modalities constitute an informal and voluntary process, not intended to pre-empt any decisions of the Conference of the Parties. They are solely aimed at improving the efficiency of the CBD operations and meetings, including the early submission of statements.

II. Objectives of the modalities

4. The modalities are designed to facilitate effective preparation and communication among Parties and observers, allowing them to informally submit their positions or comments on draft recommendations contained in the relevant pre-session documents, in writing, prior to formal discussions.
5. The aim is to reduce the amount of time spent on the first reading of the respective agenda items, promote more focused and efficient deliberations, and support consensus-based decision-making during formal consideration at the meeting.
6. Such measures should be implemented in a manner that preserves the right of all Parties to intervene during meetings, including presenting or clarifying their views orally, providing textual proposals, responding to proposals made by others, or adjusting their positions in light of the evolving negotiations.
7. The modalities are intended to serve as one of the practical tools for the improvement of the effectiveness of meetings, while acknowledging that they will require continuous refinement based on the experience and feedback from Parties and observers.

III. Application of the modalities

8. The modalities will be applied on a voluntary basis to all substantive agenda items of SBI-7 and SBSTTA-28. Parties and observers are encouraged to use these modalities. Nevertheless, participation is on a voluntary basis and does not affect the rights and prerogative of Parties under the rules of procedure to make oral interventions, submit proposals, present regional statements,

¹ Decisions [CP-11/5](#) and [NP-5/10](#), respectively.

participate fully in plenary and contact group discussions, or revise positions during the meeting. The modalities will be implemented in a manner that ensures inclusive and equitable participation.

IV. Process

A. Notification and submission of statements

9. The Secretariat will issue a notification, at least one month before the opening of the meeting, inviting and encouraging all Parties and observers who are registered for participation in the meeting concerned to submit statements, on a voluntary and informal basis, including textual proposals addressing the recommendations contained in the pre-session documents issued under the agenda items, by 20:00 hrs Nairobi time on the day before the opening of the meeting concerned.

10. Submitters will be encouraged, where possible, to ensure that their statements clearly provide textual proposals, keep general comments concise and focused, and distinguish between general comments and specific textual proposals, as appropriate. A template of an early statement, which can be used on a voluntary basis, may be provided in the notification, for reference.

11. The notification will also contain guidelines on how to upload the statements online (or by email²) in any of the six United Nations official languages. Submitters will be requested to include, on the first page of their statements, the name of country or organization, as appropriate, and the agenda item. Submissions sent by email will be treated as equivalent to submissions uploaded through the online portal.

12. The portal will include clear version control features identifying the most recent version of each submission. In line with the common practice relating to the submission of statements, only the latest version of a statement will be considered and will, therefore, supersede any earlier versions.

B. Publication of statements

13. The statements will be published *as is* without any editing or translation by the Secretariat. To enhance accessibility, once a statement has been published, the system will automatically initiate AI-assisted translations of the statement into the other five United Nations official languages. These translations will be uploaded for viewing, alongside the original statement. The AI-generated translations will be clearly identified as such and accompanied by a disclaimer regarding their accuracy. Only the original submitted version of the statement will be considered authoritative.

14. All statements uploaded on the online portal will be made available for viewing by all Parties and observers as follows: for Party statements, unless a Party explicitly requests that its submission be published immediately, these will be made available simultaneously after the deadline for the submission of statements and prior to the opening of the meeting; for observer statements, these will be made available upon upload.

V. Outcome of the process for the early submission of statements

A. Information documents

15. The Secretariat will prepare an information document for the agenda items under which statements were received during the informal process. The information document will contain a list of Parties and observers that submitted statements, as well as a link to the statements portal, and will

² The option to send statements by email will be made available for those Parties or observers that may encounter difficulties in uploading their statements on the online portal. The Secretariat would then make those statements available online.

be submitted at the meeting concerned,³ without prejudice to formal deliberations when the respective agenda items are considered.

B. Entry of statements on record

16. When the relevant agenda item is taken up for the first reading at the meeting, the Chair will provide guidance on the conduct of proceedings as to how early statements will be considered. The Chair will state that, unless there are any objections from Parties and observers listed in the information document and present at the meeting, their statements will be formally entered on the record of the meeting. Textual proposals contained in statements entered on the record should be considered in the preparation of conference room papers or non-papers. Lists of Parties and observers that submitted early statements will also be shown on slides during the meeting, for reference.

17. The Chair will request Parties that wish to do so, to express their support for statements submitted by particular observers. In practice, Parties supporting particular observer statements in their entirety will be requested to press the microphone button so that the Chair can read out their names from the speakers' list. Confirmation of partial support should only be requested if no Party supports a statement in its entirety. Statements submitted by indigenous peoples and local communities will be identified as such, recognizing their distinct status under Article 8(j) and related provisions of the Convention.

18. Parties and observers that submitted written statements during the informal process but wish to revise their statements or provide additional statements, may submit revised written statements and deliver oral statements in accordance with established meeting procedures.

19. As the early submission of written statements is intended to be a time-saving measure, Parties and observers that participate in the modalities will be encouraged not to deliver an oral statement during the first reading of the particular agenda item, except where necessary to make clarifications. This does not limit their right to make concise oral interventions to highlight priorities, respond to developments during the meeting, clarify proposals, or participate in plenary and contact group discussions. The Chair may guide and, where appropriate, limit repetition in order to ensure efficient use of time.

20. It is expected that Parties and observers that did not submit written statements during the early submission process, including regional groups, will have opportunities to submit their oral and written statements during the formal meeting in accordance with established meeting procedures. Oral statements made by observers would, as per normal procedure, require Party support. No Party will be disadvantaged for not participating in the early submission process.

C. Preparation of conference room papers

21. In accordance with normal meeting processes, the Chair will subsequently prepare a conference room paper. In the event that a contact group is established for a particular item, a non-paper, if needed for the concerned agenda item, would be prepared.

22. The conference room paper or non-paper will be based on any oral statements or interventions made during the first reading, as well as statements entered on record following the informal process of early submission of statements, including any revised or additional statements submitted in accordance with established procedures.

23. Consistent with established meeting practice, conference room papers or non-papers are not intended to be a compilation of all proposals. Instead, they contain proposed compromise text, including alternative formulations where necessary, to facilitate consensus building. The Chair or co-chairs (in the case of contact groups) will provide, as appropriate, explanations on how submissions were reflected in the preparation of the conference room papers or non-papers.

³ The information document will be posted in the morning of the first day of the meeting and introduced under the respective agenda item.

D. Outcomes of the overall process

24. The experiences of Parties and observers related to the modalities will continue to be compiled and submitted to the Bureau for review, with a view to further improving the modalities for future meetings.
