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Tenth Meeting of the Scientific and Technical Advisory Committee (STAC) of the Protocol Concerning Specially Protected Areas and Wildlife (SPA)W) in the Wider Caribbean Region

Virtual, 30 January – 1 February 2023

## OVERVIEW OF PROCEDURAL DEADLINES UNDER THE SPAW PROTOCOL

*This meeting is being convened virtually. Delegates are kindly requested to access all meeting documents electronically for download as necessary.*



## SPA W STAC Procedural Deadlines

### Introduction

This document has been prepared for the reference of Contracting Parties to the Protocol for Specially Protected Areas and Wildlife (SPA W Protocol) to the Convention for the Protection and Development of the Marine Environment of the Wider Caribbean Region (Cartagena Convention), at the request of the Ninth Meeting of the SPA W Scientific and Technical Advisory Committee (STAC), to assist Contracting Parties in meeting applicable deadlines. It provides a summary of timelines applicable to submissions, as provided in the:

- Cartagena Convention;
- SPA W Protocol;
- Rules of Procedure for the Cartagena Convention;
- Terms of Reference of the SPA W STAC *Ad Hoc* Working Groups (approved January 11 2022)
- Revised Criteria for the Listing of Species in the Annexes of the SPA W Protocol and Procedure for the submission and approval of nominations of species for inclusion in, or deletion from Annexes I, II and III; and
- Guidelines and Criteria for the Evaluation of Protected Areas to Be Listed under the SPA W Protocol.

This summary is intended for general informational purposes only; interested parties are directed to review source documents prior to relying on any stated timeline.

**1. Overview of Procedural Deadlines by Process**

***1.1. Submission of nominations to list species in the Annexes of the SPAW Protocol***

When?	What?
At least 4 months before STAC meeting (unless alternate deadline set by Secretariat)	Nominating Contracting Party submits species nomination and supporting documents to Secretariat
As soon as possible after species submission deadline	Secretariat informs Parties and arranges for translation of species nomination proposal
90 days before STAC meeting	Species nomination & supporting documentation circulated to Contracting Parties & Observers
42 days before ordinary STAC meeting	Secretariat distributes provisional agenda and supporting documents to Contracting Parties & Observers

***1.2. Submission of nominations to list protected areas under the SPAW Protocol***

When?	What?
At least 4 months before STAC meeting	Nominating Contracting Party submits protected area nomination and supporting documents
42 days before ordinary STAC meeting	Secretariat distributes provisional agenda and supporting documents to Contracting Parties & Observers

***1.3. Submission of Exemption Reports***

When?	What?
At least 4 months before STAC meeting	Contracting Parties submit exemption reports
42 days before ordinary STAC meeting	Secretariat distributes provisional agenda and supporting documents to Contracting Parties & Observers

***1.4. Preparation for Ordinary and Extraordinary Meetings***

When?	What?
42 days before ordinary meeting	Secretariat communicates date of meeting to Contracting Parties
42 days before ordinary meeting	Secretariat distributes provisional agenda and supporting documents to Contracting Parties in 3 official languages
28 days before extraordinary meeting	Secretariat communicates date of meeting to Contracting Parties
90 days after adoption of amendment to annex to the Convention	Deadline for Contracting Party to enter reservation; amendment becomes effective except for those Contracting Parties that made reservation

**2. Overview of all Procedural Deadlines**

When?	What?	Citation
At least 4 months before meeting of the STAC	Submissions of proposals for STAC consideration	<p><b>Terms of Reference of the SPAW STAC <i>Ad Hoc</i> Working Groups</b></p> <p><b>33. <u>Submission of documents for Working Group Review:</u></b> Official proposals for the listing of protected areas or species 3, exemptions reports, and other proposals that require Working Group review before consideration by the STAC <u>should be submitted to the Secretariat and the SPAW-RAC four (4) months (120 days) prior to the meeting of the STAC at which such proposals or reports are to be considered by the STAC.</u></p>
At least 4 months before meeting of the STAC (unless alternate deadline set by Secretariat)	Nominating Contracting Party submits species nomination and supporting documents to the Secretariat	<p><b>Terms of Reference of the SPAW STAC <i>Ad Hoc</i> Working Groups</b></p> <p><b>33. <u>Submission of documents for Working Group Review:</u></b> Official proposals for the listing of protected areas or species 3, exemptions reports, and other proposals that require Working Group review before consideration by the STAC <u>should be submitted to the Secretariat and the SPAW-RAC four (4) months (120 days) prior to the meeting of the STAC at which such proposals or reports are to be considered by the STAC.</u></p>

When?	What?	Citation
At least 120 days before meeting of the STAC	Consult each Working Group on the development of priorities for the SPAW Workplan and Budget and possible Working groups tasks	The SPAW-RAC with the support of the Secretariat, is to consult with each Working Group on the development of priorities for the SPAW Workplan and Budget and possible Working groups tasks for the next biennium.
60 days prior to meeting of the STAC	Working Groups should conclude their reviews and reports	Working Groups should conclude their reviews and reports 60 days prior to meeting of the STAC at which such reviews and reports are to be considered by the STAC so that the reviews and reports may be translated and posted 42 days prior to the meeting, in accordance with the Rules of Procedure.
Within 30 days of each SPAW COP	To review and update the tasks and Chairs for the <i>ad hoc</i> Working Groups	Within 30 days of each SPAW COP, Contracting Parties, with support from the SPAW-RAC and the Secretariat, as appropriate, are to review and update the tasks and Chairs for the <i>ad hoc</i> Working Groups, as appropriate and taking into account the recommendations from the STAC, as approved by the COP.

When?	What?	Citation
		<p><b>Revised Criteria for Listing of species in Annexes to SPAW Protocol and Procedure for the submission and approval of nominations of species for inclusion in, or deletion from Annexes I, II and III</b></p> <p>(c) <u>The nominating Party is to submit the final text of the nomination and supporting documentation to the SPAW Secretariat at least four months before the STAC Meeting at which the nomination will be considered, unless the Secretariat sets an alternate deadline, allowing sufficient time for the completion of all requirements under par. (d) below;</u></p>
<p>As soon as possible after species submission deadline</p>	<p>Secretariat informs Parties and arranges for translation of species nomination proposal</p>	<p><b>Revised Criteria for the Listing of Species in the Annexes of the SPAW Protocol and Procedure for the submission and approval of nominations of species for inclusion in, or deletion from Annexes I, II and III</b></p> <p>(d) After the deadline, the Secretariat shall inform the Parties of the list of species to be considered at the forthcoming STAC Meeting. <u>The Secretariat shall, as soon as possible after the deadline, arrange for the translation of the nomination proposal into the official languages of the Protocol.</u> The nomination proposal and supporting documentation shall then be circulated to the Parties and Observers by the Secretariat at least 90 days before the STAC meeting, allowing sufficient time for review by the Parties, and should be subsequently publicized through the website. Parties may ask the Secretariat to provide translated versions of the supporting documentation.</p>
<p>90 days before STAC meeting</p>	<p>Species nomination &amp; supporting documentation circulated to Contracting Parties &amp; Observers</p>	<p><b>Revised Criteria for the Listing of Species in the Annexes of the SPAW Protocol and Procedure for the submission and approval of nominations of species for inclusion in, or deletion from Annexes I, II and III</b></p> <p>(d) After the deadline, the Secretariat shall inform the Parties of the list of species to be considered at the forthcoming STAC Meeting. The Secretariat shall, as soon as possible after the deadline, arrange for the translation of the nomination proposal into the official</p>



When?	What?	Citation
		<p>languages of the Protocol. <u>The nomination proposal and supporting documentation shall then be circulated to the Parties and Observers by the Secretariat at least 90 days before the STAC meeting</u>, allowing sufficient time for review by the Parties, and should be subsequently publicized through the website. Parties may ask the Secretariat to provide translated versions of the supporting documentation.</p>
42 days before ordinary meeting	Secretariat communicates date of meeting to Contracting Parties	<p><b>Rules of Procedure for the Cartagena Convention, Rule 5</b></p> <p>The Secretariat shall communicate in the three official languages of the meeting the date of an ordinary meeting to all Contracting Parties <u>at least 42 days in advance</u>, and an extraordinary meeting to all Contracting Parties at least 28 days in advance.</p>
42 days before ordinary meeting	Secretariat distributes provisional agenda and supporting documents to Contracting Parties in 3 official languages	<p><b>Rules of Procedure for the Cartagena Convention, Rule 10</b></p> <p>The provisional agenda, together with supporting documents for each ordinary meeting, shall be distributed by the Secretariat to the Contracting Parties <u>at least forty-two days</u> before the opening session of the ordinary meeting in the three official languages. Documentation shall be provided in electronic form where it exists in that form.</p> <p><b>Rules of Procedure for the Cartagena Convention, Rule 12.3</b></p> <p>3. The Contracting Parties shall normally include in the agenda for an ordinary meeting items for which adequate documentation has been circulated to members at least forty-two days before the beginning of the meeting.</p>
28 days before extraordinary meeting	Secretariat communicates date of meeting to Contracting Parties	<p><b>Rules of Procedure for the Cartagena Convention, Rule 5</b></p>

When?	What?	Citation
		<p>The Secretariat shall communicate in the three official languages of the meeting the date of an ordinary meeting to all Contracting Parties at least 42 days in advance, and an extraordinary meeting to all Contracting Parties <u>at least 28 days in advance</u>.</p>
<p>Not later than 15 days before meeting/ conference</p>	<p>Proposals and amendments to be discussed or put to a decision at meeting/ conference should be circulated among Contracting Parties</p>	<p><b>Rules of Procedure for the Cartagena Convention, Rule 36</b></p> <p>Proposals and amendments thereto shall normally be introduced in writing and submitted to the Secretariat, which shall translate and circulate copies in the three official languages to the Contracting Parties. As a general rule, no proposal or amendment thereto shall be discussed or put to decision at any meeting or conference unless copies of it <u>have been circulated to all Contracting Parties not later than 15 days preceding the meeting or conference</u>. Subject to the consent of the Contracting Parties, the President may, however, permit the discussion and consideration of proposals or amendments thereto even though these proposals or amendments thereto have not been circulated or have only been circulated the same day.</p>
<p>90 days after adoption of amendment to annex to the Convention</p>	<p>Deadline for Contracting Party to enter reservation; amendment becomes effective except for those Contracting Parties that made reservation</p>	<p><b>SPAW Protocol, Article 11, 4(d)</b> a Party may, in the exercise of its sovereignty or sovereign rights, enter a reservation to the listing of a particular species in an annex by notifying the Depository in writing <u>within 90 days of the vote of the Parties</u>. The Depository shall, without delay, notify all Parties of reservations received pursuant to this paragraph;</p> <p><b>SPAW Protocol, Article 11, (e)</b> a listing in the corresponding annex shall become effective <u>90 days after the vote for all Parties</u>, except those which made a reservation in accordance with paragraph (d) of this Article;</p> <p><b>Cartagena Convention, Article 19, 2(d)</b></p> <p>Any Contracting Party that is unable to accept an amendment to annexes to this Convention or to annexes to any protocol shall so notify the Depository in writing within <u>90 days from the date on which the amendment was adopted</u>;</p>

When?	What?	Citation
		<p><b>Cartagena Convention</b>, Article 19, 2(f)</p> <p>On expiration of the period referred to in subparagraph (d), the amendment to the annex shall become effective for all Contracting Parties to this Convention or to the protocol concerned which have not submitted a notification in accordance with the provisions of that subparagraph;</p>

### Annexes

1. Rules of Procedure for the Cartagena Convention
2. Terms of Reference of the SPAW STAC *Ad Hoc* Working Groups
3. Revised Criteria for the Listing of Species in the Annexes of the SPAW Protocol and Procedure for the submission and approval of nominations of species for inclusion in, or deletion from Annexes I, II and III
4. Guidelines and Criteria for the Evaluation of Protected Areas to Be Listed under the SPAW Protocol