



Context

1. MoP7 will be held online. Given that certain Rules of Procedure for the Meeting of the Parties presuppose an in-person Session, it is important to identify and agree on any ad hoc guidelines for MoP7. The Secretariat has developed ad hoc guidelines in order to deliver an efficient virtual meeting with effective and equitable online participation and decision-making by Parties. These ad hoc guidelines will apply only for the online MoP7.
2. The Parties shall agree on the agenda and approve these ad hoc meeting guidelines at the opening of MoP7.
3. The online MoP7 shall take place in accordance with the Rules of Procedure for the Meeting of the Parties (RoP) and these ad hoc guidelines. The guidelines complement the RoP and do not replace or have precedence over them.
4. Unforeseen circumstances may arise during the course of the online meeting, in which the RoP cannot be applied directly and for which none of the ad hoc guidelines apply. In such circumstances, the Parties shall decide how to apply the RoP and/or modify the ad hoc guidelines at the request of the Chair or a Party pursuant to a point of order.

Credentials

5. An ad hoc procedure will be required for the submission of credentials. Rule 5 of the RoP addresses the submission of credentials for the Representative and any Alternative Representative of a Party participating in a Session of the MoP. The following ad hoc amendment will apply to Rule 5.2:
 - 2) Such credentials shall be submitted **electronically** to the Secretariat **by the ACAP National Contact Point of the Party** no later than 24 hours after the Session commences. Any later change in the composition of the delegation affecting voting rights shall also be contingent on submission **electronically by the ACAP National Contact Point of the Party** of revised credentials to the Secretariat.
6. Physical credentials will not be used for MoP7. Credentials prepared appropriately and submitted electronically in the appropriate manner will be acceptable. The Secretariat will forward the credentials submitted electronically by the ACAP National Contact Point of the Party to the Credentials Committee members. The Credentials Committee's role will be to

confirm: (a) that the credentials have been submitted electronically by the ACAP National Contact Point of the Party, (b) who the credentials refer to (ie the Representative and any Alternative Representative(s)), (c) that a relevant authority has granted the powers referred to in the credentials, and (d) to report thereon to the Session.

7. The Secretariat will send a Circular to the Parties containing guidance on the preparation of credentials.

Meeting preparation

8. The Secretariat will set up a pre-meeting document for discussion of any agenda item prior to the meeting. The MoP7 Chair will present a summary of comments from the pre-meeting discussions at the beginning of the corresponding agenda item during MoP7.
9. All agenda items will remain on the agenda for the MoP7 meeting.

Sessions of the Meeting of Parties

10. Only registered participants shall be admitted to the meeting.
11. Parties shall provide official and alternative contact information on registration, including telephone numbers which may be used by the Secretariat to contact them in case of connectivity difficulties. The Secretariat will provide participants with emergency contact information, including telephone, to allow them to contact the Secretariat in case of losing connectivity or interpretation.
12. The Alternative Representative shall be authorised to make relevant decisions should the Representative lose connectivity or interpretation services.
13. A preliminary test of the selected platform functionality and connectivity will be conducted before the start of the virtual meeting with all participants willing to participate.
14. All participants should join the meeting at least 10 min before the start. The meeting will be open for access 30 min before the start.
15. The Chair shall conduct a roll call at the start of each session of the meeting to establish that the Representative and any Alternative Representatives of each Party is connected and receiving interpretation. If both are absent, the Chair shall confirm, via alternative communication channels, whether they wish to be present at the session. In the absence of confirmation that they wish to be present and are seeking to join the meeting, the Chair will proceed with the meeting.
16. The Chair will periodically check with Representatives that they are able to engage with proceedings
17. Should a Representative and any Alternative Representative lose connectivity or interpretation, it is the responsibility of the Party's delegation to notify the Secretariat or the Chair. Any Party may request the Chair to suspend the meeting until connectivity/interpretation to the Representative and any Alternative Representative is restored. This request may be made by alternative communication methods.
18. Should both the Representative and all Alternative Representatives from a Party's delegation lose connectivity or interpretation, the Chair shall suspend the meeting until they reconnect or interpretation is resumed, unless the Representative or an Alternate

Representative of the delegation that had lost connectivity or interpretation advise otherwise.

19. If members of a Party's delegation that are not a Representative or Alternative Representative lose connectivity, it is the responsibility of the delegation to contact the Secretariat and restore connectivity. The meeting will not be suspended in the case of loss of connectivity/interpretation of a delegate who is not a Representative or Alternative Representative.

Decision-making

20. When decisions are about to be made in Plenary, the Chair will confirm with all Representatives that they understand and approve the decision.
21. Key decisions and resolutions under each agenda item will be adopted after each agenda item. At the end of each plenary session, the Chair will report the decisions and resolutions that have been made. The Chair will also summarise the issues discussed, but where no decision and/or agreement was reached. The points from the previous day will be confirmed at the beginning of the following day's session.
22. All decisions and resolutions will be confirmed before the close of the meeting.

Reporting

23. A draft MoP7 report will be prepared and shared with participants for their comments as soon as possible following the meeting. This process will be continued as required by correspondence for second (and potentially third) drafts before the report is adopted by consensus.