THE IUCN WORLD CONSERVATION CONGRES 2020 MOTIONS PROCESS

2. Submission of Motions

I. INTRODUCTION

This document is the second part of a series of guidance notes prepared by the IUCN Secretariat on the revised motions process. It presents the system for submission of motions and then explains the submissions process, step-by-step, providing additional detailed information.

The submission of motions for the IUCN World Conservation Congress 2020 will run from 2 May 2019 until 28 August 2019. The deadline for submitting motions through the online system is **28 August 2019 at 13:00 GMT/UTC**. No motion will be accepted afterwards.

Please consult the Congress website for the most up-to-date information about the IUCN World Conservation Congress 2020.

II. OVERVIEW OF THE PROCESS

The 2020 motions process consists of various segments (see Error! Reference source not found.); the primary ones being:

1. The **submission of motions** by IUCN Members
2. **Consideration by the Motions Working Group**
3. An **online discussion**
4. An **electronic vote**
5. The **submission of "new" and "urgent" motions** (before the opening of the IUCN Congress and on-site)
6. The **discussion and vote of certain motions on-site** (during the Members' Assembly at the World Conservation Congress)

Figure 1

III. THE SUBMISSION PROCESS IN A NUTSHELL

The submission of motions takes place through an electronic system specifically designed for this purpose, launched on **2 May 2019**. Members must use the electronic submission form for the submission of their motions, as approved by the IUCN Council at its 96th meeting in March 2019.

Besides the **title, preambular paragraphs** and **operative paragraphs**, the Proponent of the motion will have to identify the IUCN Members eligible to vote who Co-sponsor the motion (Rule 49) and answer a series of **preliminary questions** concerning the rationale for the motion and **how the motion will be implemented** (in line with Rule 54 (b) x.). In order to increase the chances that motions are effectively implemented once adopted, the Proponent also needs to identify IUCN constituents that have been consulted or have collaborated in the development of the motion, and to present the **contributions intended to be made** to the implementation of the motion by its institution, and those of the Co-sponsors. Proponents will also need to provide a high-level **indicative budget** for implementation, providing estimates of the resources required and pledged for the various activities foreseen.

The electronic system will allow Members to **'save' their motion as a draft** while further discussing it with other Members. This ensures that all necessary information is available and allows Members to adjust the content of the draft motion, as well as add additional Co-sponsors. This function will

enable Members to build momentum and support for their motion, as motions 'saved as draft' will be visible to all Portal users. All motions need to be 'formally submitted' by **28 August 2019 at 13:00 GMT/UTC** at the latest, by following the instructions provided in the system. <u>Any motion only saved as 'draft' in the system beyond this point **will not be regarded as 'submitted'** and therefore **not taken into consideration** by the Motions Working Group</u>.

The Motions Working Group (MWG) will review all the motions submitted for technical issues and in accordance with the requirements laid out in the [Rules of Procedure (Part VII)](). On these grounds, the MWG will decide whether a motion will be admissible, with or without modifications, or rejected. In accordance with its [Terms of Reference approved by Council](), the MWG will ensure that the statutory requirements are strictly applied to the submitted motions.

Members have the right to appeal against decisions of the MWG pertaining to the motions they have proposed or Co-sponsored. For those motions put to an electronic vote prior to Congress, appeals will not be able to be referred to Congress as in the past. The Congress Preparatory Committee will take decisions on appeals on those motions that will be voted upon before the Members' Assembly.

IV. STEP BY STEP GUIDANCE

1. Accessing the online motion submission system

The online motion submission system can be found on the [IUCN World Conservation Congress Website](). Users are advised to use the 'Chrome'-internet browser.

Motions are only visible once you are logged into the system. Use the 'Login'-button found top-right of the banner. Once you click on 'Login', a field will appear for you to enter your credentials. **Please use the same username and password as you do for the Union Portal,** i.e. your existing IUCN account information. Should you have forgotten your password, you may request a new one by following the link in the login screen.

Who can submit/create a motion?

According to the IUCN Statutes, **only IUCN Members eligible to vote and Council** will be able to submit motions.
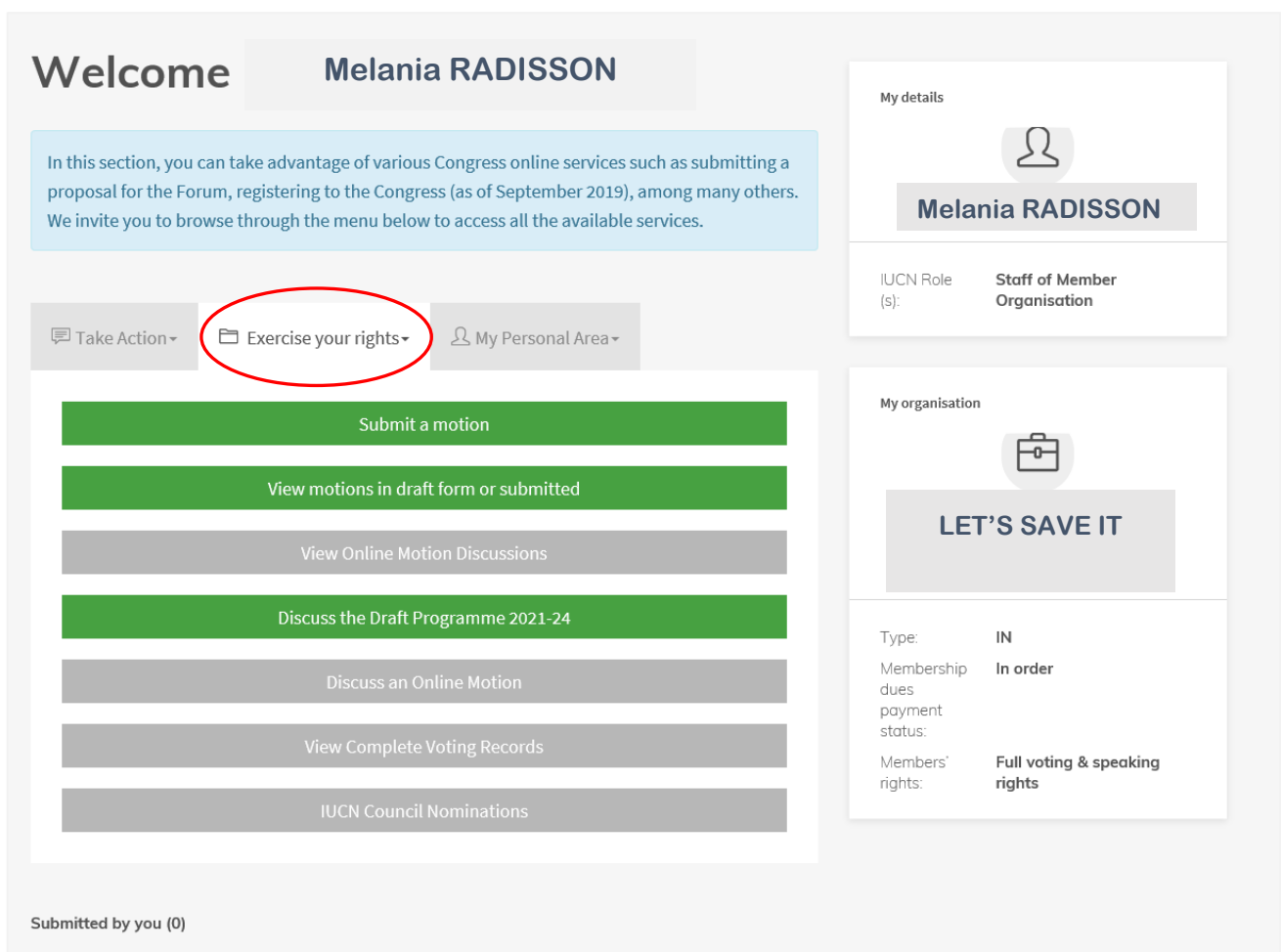
Each person associated with an IUCN member eligible to vote, and in possession of an authorized IUCN account, will be able to draft and submit a motion. The Primary Contact of each institution will be informed of any motion submitted in the name of their organisation. Should the primary contact identify any irregularities, these should be reported to motions@iucn.org.

Council-sponsored motions. Note that the IUCN Council will present a number of Council-sponsored motions for the Congress. These motions will be made available (and viewable) in due course in the Portal. Council-sponsored motions cover issues of strategic importance for the Union.

Who can view motions?

All Union Portal users (IUCN Members, Commissions, Secretariat, National and Regional Committees) will be able to log in and view the motions saved in draft form or submitted.

2. Opening relevant pages

After logging in, you will be directed to your profile page (see above) where you can access various Congress online services guided by a series of menus. All motions related actions are listed after clicking 'Exercise your rights'. From here you will be able to see all the motions either saved as draft or submitted.

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You may be able to filter these motions by the following criteria: submission status, specific words in the title or motion ID. Once you have selected your criteria, use the 'Apply'-button to trigger the filtering.

You can also open a Motions submission form by clicking on 'Submit a motion'.

List of motions - Draft or submitted

Status	Title	Motion ID	
			APPLY

3. The motion submission form

General Information for using the IUCN Congress Portal as a Proponent

Upon clicking 'Submit a motion', you are taken directly to the motions submission form.

The motions submission form consists of **three pages/steps**:

a) Preliminary Questions,
b) Body of Motion and
c) Implementation Measures.

Each page contains specific questions and fields, which you need to answer in order to submit a motion. A **double asterisk** (**) identifies the fields and questions for which an answer is mandatory for submission. However, to save a motion as draft, only a title is necessary.

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Motions Submission form

* This field is required to save the motion as a draft.
** This field is required to submit a motion.
ℹ This 'information' symbol provides more detail for completing the field in question -- citing the relevant Article(s) in the IUCN Statutes, Regulations, Rule(s) of Procedure, or proposed action.
ℯ This 'example' symbol provides an example text for the field in question

Step 1 of 3 Preliminary Questions

Title of the motion *

Original language of the motion as submitted **

- None -

Background information *

1. Does the proposed motion:

NEXT PAGE

...ond with the purpose of motions as defined in Rule 48bis ℯ : define the general policy of IUCN and to influence the policies or actions of third parties, or to address the governance of IUCN, within the parameters of IUCN's mission and objectives as set forth in Articles 2 and 3 of

Throughout the motions submission form, you may find a series of **'i'-icons** ℹ at the end of certain questions. These icons contain information relevant to the questions, such as references to the statutory provisions. There are also several **'e'-icons** ℯ, which contain specific examples. The information can be accessed simply by clicking on the icon.

Small lines at the bottom of the **text boxes** can be dragged downwards to increase the size of the box. Nevertheless, please note that a character/word limit applies.

If possible, provide any additional information about consultations carried out/ collaboration with IUCN constituents in the development of this motion **

Content limited to 1000 characters (or approximately 200 words), remaining: **1000**.

To navigate through the form you may use the 'Previous page' and 'Next page' buttons at the bottom of the page:

The 'Save'-button's functionality will depend on which option the user chooses ('Save a draft' or 'Submit') just above these buttons:

- If the 'Save a draft' option is selected, the 'Save'-button will save the motion entered by you on behalf of the Proponent as a draft. Only you can continue editing this motion later on. To save a motion as draft, only a title is necessary.
- If the 'Submit' option is selected, the 'Save'-button will formally submit your motion. You will no longer be able to make any changes to the motion/information provided. All mandatory fields need to be completed.

Status *

◉ Save as draft

This will save your motion as a draft, you can continue editing this motion later on. To save a motion as draft, only a title is mandatory.

◯ Submit

This will formally submit your motion, you will no longer be able to make any changes to the motion/information provided. All mandatory fields need to be filled out.

Note that after you save a draft, you will see your entries in 'view mode'. In order to continue working on your motion, you need to click 'edit' and then 'Next page'.

The 'Delete'-button will delete the entire motion, while the 'Cancel'-button will exit the motion submission form without saving any changes made during the session.

Please keep in mind that you need to 'submit' the motion, as the Proponent and acting on behalf of the Co-sponsors, before **28 August 2019 at 13:00 GMT/UTC** for it to be taken into consideration. **Any motion saved on the system as draft beyond that date and time will be discarded automatically and will NOT be taken into consideration by the MWG.**

A. PRELIMINARY QUESTIONS

Step *1* of *3* Preliminary Questions

Title of the motion *

Original language of the motion as submitted**

English ▾

On the 'Preliminary Questions' page, you will need to provide a title for your motion, select the language of submission of your motion (one of the three official IUCN languages) and answer six questions providing background information.

Title (suggested limit of 150 characters /10 words or less)

The title should convey the subject of the motion, ideally in 10 words or less. Titles longer than 10 words will likely be edited. The first letter of the first word of the title should be capitalized. Except for proper nouns, all other words in the title should be lower case.

Background information

The questions relating to background information relate to some of the criteria for admissibility of motions, as stipulated in the Rules of Procedure of the World Conservation Congress. These preliminary questions are important and will enable the MWG to take informed decisions on the admissibility of your motion. For most of the questions, specific guidance is provided directly in the submission form, and links will lead you to more information.

While most questions require a yes/no answer and a field to provide the essential information, for others you will have to select answers from a multiple-choice list. These lists are rather short for most questions. However, for Question 2 there are many possible answers, as it asks you to specify which IUCN constituents referred to in the operative paragraph(s) of your motion have been consulted or collaborated in the development of your motion. In case your motion calls on the Director General in its operative part, please select the 'IUCN Secretariat'. Note that for non-Member components of IUCN, such as Commission or the Secretariat, their names start with 'IUCN'

(e.g. 'IUCN Commission on Ecosystems Management 2017-2020'). If you wish to add third parties, they can be listed in the 'additional information' field just below.

Question 3 asks what is new beyond previously adopted Resolutions and Recommendations. Note that, pursuant to WCC-2016-Res-001, the IUCN Resolutions and Recommendations Platform now hosts Resolutions and Recommendations that remain active **as well as an Archive containing Resolutions and Recommendations that no longer require implementation**.

When you are finished answering the questions on this page, you can click on the 'Next page'-button to continue to Step 2 of the form.

B. BODY OF MOTION

Preamble (limit of 2,000 characters including spaces/approximately 350 words)

The preamble explains succinctly the rationale for the motion and substantiates the action(s) called for in the operative part.

Each idea is presented as a separate paragraph and should open with a term IN CAPS, e.g. NOTING, NOTING FURTHER, RECALLING, RECALLING FURTHER, AWARE OF, WELCOMING, MINDFUL OF, CONCERNED, RECOGNIZING, etc.

Operative section (limit of 1,500 characters including spaces/approximately 250 words)

The operative section of the motion specifies the position of the Member(s) putting forward the motion and **contains the action(s) that they are agreeing to take**. Action statements should be as specific as possible and identify the audience and/or the entity responsible for undertaking the action such as: Government Agencies, Non-Governmental Organizations (NGOs), the Director General of IUCN, etc.

Each action should be presented as a separate paragraph. Wherever possible, implementation of an action should be limited to one entity. According to Rule 54 (a) ii the actions/contributions should be reasonable and achievable for the government, institution, NGO or recipient that is expected to undertake the actions or accept the commitments.

- Motions requesting action by any part of the IUCN Secretariat are to be addressed to the Director General, e.g. CALLS ON the Director General to …
- Motions requesting actions by Commissions should identify the specific Commission or call on all Commissions if input from several Commissions is needed, e.g. CALLS ON IUCN Commissions to …
- Equally, motions requesting actions by third parties should identify both the actions and recipients as clearly as possible.

Each action in the operative section should be cited as a separate point and numbered sequentially. The first word of each paragraph should be a term IN CAPS, e.g. CALLS ON, REQUESTS, ENCOURAGES, URGES, ENTREATS, etc. (See Box 1.)

Box 1

Formatting Guidelines for Motions

In an effort to accelerate the internal processing of motions received, **we strongly encourage you to adhere to the following formatting guidelines for motions**.

Punctuation:
Motions are essentially one long sentence. Each paragraph of the preamble and operative parts ends with a semicolon ';', except the final paragraph of the motion, which ends with a full stop '.'.

Formatting of paragraphs:
Each idea should be a separate paragraph. Paragraphs should be separated by adding an extra line break (by pressing the Enter key) between paragraphs:

PARAGRAPH 1
(extra line break)
PARAGRAPH 2
(extra line break)
PARAGRAPH 3)

The paragraphs of the preamble are not numbered.
The paragraphs of the operative part are numbered (e.g. 1., 2., 3., 4. …) , their sub-paragraphs are listed with letters (e.g. a., b., c., …).

The penultimate paragraph of both the preamble and the operative parts has the word 'and' after the semicolon. This also applies to the penultimate paragraph of a list:

a. example text;

b. example text; and

c. example text

Capitalization:
The first letter of the first word of the title should be capitalized. Except for proper nouns, all other words in the title should be lower case, e.g. 'Need for non-regression in environmental law and policy'

The term introducing each paragraph in the preamble and operative part is fully CAPITALIZED.

Special formatting:
No special formatting is supported within the body of the motion.
The motion should not contain footnotes. These will be deleted.
(Note that i*talics* will be added to cite past Resolutions and/or Recommendations and to refer to specific conferences.)

Proponent and Co-sponsors (minimum of five Co-sponsors)

As per the IUCN Statutes, a **Proponent of a motion needs to identify a minimum of five Co-sponsors eligible to vote in order to submit a motion**. Only IUCN Members who have paid their dues up-to and including 2018 are eligible to propose or Co-sponsor a motion ('Members in good standing'), i.e. to propose a Motion, your institution needs to be in 'good standing'.

In fact, the system will automatically recognize Proponents/Co-sponsors eligible and disregard those that are not. The status of Members' eligibility to submit, sponsor, comment or edit motions will be adjusted in the online submission system in principle every 12 hours but only when the payment of outstanding membership dues is received and registered by the IUCN Secretariat.

Members should consider the time required for bank transfers and credit card payments to reach the Secretariat and be registered (please allow for up to five working days for recording the payments). **It is therefore recommended that you ensure that your institution is 'in good standing' before you propose or sponsor a motion**. In case you cannot find one of your desired Co-sponsors in the list, please get in touch with them to ensure that they are eligible to Co-sponsor a motion.

Additionally, as per the recent electronic vote on Council's proposals to amend the Rules of Procedure of the World Conservation Congress regarding the motions process, **the Co-sponsors must be from at least two regions** (in the sense of the IUCN Statutes).

The institutions that have explicitly agreed to Co-sponsor your motion will be informed automatically once you submit the motion. All primary contacts of the Proponent (your institution) and Co-sponsors will receive an email informing them that a motion has been submitted on their behalf. It is important that you only identify those Co-sponsors that have already consented to supporting your motion.

To select a Co-sponsor, click on the 'choose some options' field. This will open a list that includes the Members 'in good standing' as described above. You may either scroll through the list, or start by typing the institutions' name or country. Click on the name of your Co-sponsor to select them. Note that the person creating the motion in the name of the main Proponent is the only one able to add Co-sponsors.

Proponents and co-sponsors

You are submitting this motion on behalf of: **

Note: In accordance with Rule 49 ⓘ only Members eligible to vote may propose a motion.

| - None - | ⌄ |

Co-sponsors **

As per Rule of Procedure 49, any motion submitted must be co-sponsored by at least five other Members, from at least two Regions (in the sense of Articles 16 and 17 of the Statutes ⓘ) , eligible to vote. Please note that only Members who have paid their Membership dues up to and including 2018 are eligible.

Please identify the minimum of 5 eligible Members that have explicitly agreed to co-sponsor this motion in the below field.

Please bear in mind that if the motion concerns issues arising in a State or States outside the State or Region of the proponent, at least one co-sponsor needs to be from the Region concerned. (Rule 49bis) ⓘ

Note: only eligible Members are shown (and only once the payment of their outstanding dues is recorded - this may take up to 5 working days). Please note that the primary contact of the main sponsor and co-sponsors indicated here will receive an email informing him/her that a motion has been submitted on their behalf.

| Choose some options |

Explanatory Memorandum (approximately 3,500 characters including spaces/maximum 500 words)

You may provide an Explanatory Memorandum to your motion that adds to or complements the information in the text of the motion. It may contain background information, historical notes or relevant publications or websites, as well as further details about the actions, strategies or processes, the financial and human resources required to implement the proposed motion.

The Explanatory Memorandum is not formally a part of the motion and as such, not put to the vote. It is published together with the motion prior to Congress in its original language (no Explanatory Memorandum is translated). However, it will not be published after Congress if the motion is agreed to by the Members' Assembly and becomes either a Resolution or Recommendation. Translations in any of the official IUCN languages will be published if provided by the Proponent. Explanatory memorandums will not be reviewed nor negotiated.

When you are finished answering the questions on this page, you can click on the 'Next page'-button to continue to Step 3 of the form

C. IMPLEMENTATION MEASURES

Step *3* of *3* Implementation Measures

Information required for the implementation of the motion	⌄

Budget and activities

In order to increase the likelihood that motions, once adopted, are effectively implemented, the revised motions process adopted by the IUCN Membership provides additional criteria. The questions asked in this section of the motions submission form are crucial in complying with these new criteria, as for example Rule 54 (b) x. When you create a motion online, you will have to provide information on the measures required to implement it.

This section begins by requesting Proponents to complete an indicative budget table, in which they are asked to estimate the financial resources required for the high-level activities (from the existing reporting tool, which is part of the IUCN Resolutions and Recommendations Platform) that should take place in order to implement the motion. Proponents are also asked to estimate the financial resources pledged – by the Proponent and Co-sponsors – against these same activities.

Further Instructions to complete the budget table are provided in the form itself.

Following the table, you have an opportunity to indicate to 'rate' to what degree the resources required for the implementation of the motion have been estimated and

Activity	Estimated financial resources required (USD)	Estimated financial resources pledged (USD)
Field activities		
Scientific activities		
Education/ communication/ raising awareness		
Fundraising		
Policy influencing		
Convening stakeholders/ networking		
Capacity building		
Other		
Total		

committed: in whole, in part, or not at all. There is also an option to indicate that the implementation of the motion would fall within the regular budget and resources available to a component of IUCN. For those Proponents who wish to, they can upload a more detailed implementation budget document, but this is not required.

As was the case for the IUCN Congress 2016, it will not be enough to 'like' a motion in order to propose or Co-sponsor it. **It is important that the Co-sponsors are fully committed to the motion and its implementation.** You will therefore specify the contributions your institution as well as each of the Co-sponsors will make towards its implementation.

In order to insert this information, please click on the 'add new'-button to create a new field. After completing the fields, click on the 'create'-button. **Note that you can only add up to maximum 10 co-sponsors**. In case you have more than 10 co-sponsors that will support implementation of the motion, you can either detail the 10 co-sponsors making the most significant contributions, or you can note other contributions in the 'Comments on the estimated resources required' field in part a).

When submitting your motion, the system will automatically compare and crosscheck the Co-sponsors you have identified on the second page and the ones for which you provide information under this section on the third page. The system will notify you, should there be a mismatch.

Member-assigned focal point

You will have to provide the contact details of a possible focal point to report on the implementation of your motion, if adopted by the World Conservation Congress. In further promoting the 'One-Programme' approach, this focal point may be from any constituent part of IUCN. Before identifying an individual, please ensure that you have received their agreement to act as focal point. If you wish to propose the name of a member of the IUCN Secretariat, please ensure that you have received their consent.

Resolution and Recommendation retirement

As required by WCC-2016-Res-001, Proponents are also asked to indicate when the motion automatically ceases to be effective and will be moved to the Resolutions and Recommendations Archive.

Scope and keywords

Finally, there are two questions concerning the scope of your motion, and several more which ask the Proponent to click on relevant keywords, which are required for administrative purposes to facilitate internal processing of the motion. Specific instructions are provided in the form itself.

4. Saving a motion

As outlined above, the 'save as draft'-button at the bottom of the page enables you to save your motion as a draft, allowing for further editing, ensuring that all information necessary is available, eventually adjusting the content of the draft motion and adding new or additional Co-sponsors at a later stage. This will enable you to build momentum and support for your motion.

You are only able to edit those motions that you have entered. It is not possible for you to access motions entered by someone else from your institution.

What is visible?

All motions saved as draft, including all information you have entered, are visible to all portal users, except for the email address of the focal point identified for reporting on the implementation of the motion once it is adopted.

Once you saved a motion as a draft, the system allows other Members to contact you at the email address provided to exchange views on your draft or to be added as a Co-sponsor. Only the person creating the motion in the name of the main Proponent may change the motion or add or delete Co-sponsors.

5. Submitting a motion

For your motion to be taken into consideration, you need to 'submit' it before 28 August 2019 at 13:00 GMT/UTC time. Any motion saved on the system as draft beyond that date and time will be discarded automatically and will NOT be taken into consideration by the MWG.

Once a motion is submitted you will no longer be able to make any changes to the motion or the information you have provided. You will not be able to add any other Co-sponsors.

To submit your motion, all mandatory fields need to be completed. Should there be any mandatory fields that have not been answered/completed, clicking on the submit button will result in an error message that will appear at the top of the page. This error message will specify which mandatory questions/fields are currently blank. You may then go to the relevant part of the submission form to provide further information. Should you not have this information at hand, you may save the motion as a draft and provide this information once you have it.

If you have answered all mandatory questions, clicking the 'submit'-button will ask you to confirm that you want to formally submit your motion, once again underlining that there will be no further possibility to make changes to the motion or any information provided.

As previously mentioned, all primary contacts of the Proponent and Co-sponsors will receive an email informing them that a motion has been submitted on their behalf when you submit the motion.

What is visible?

All motions submitted will be visible including all information you have entered, except the email address of the focal point identified for reporting on the implementation. The motions will be visible until they are considered by the MWG in October 2019 (TBC).

Future guidance documents

The next guidance note to be issued in 2019 will focus on the modalities of the electronic discussion (11 December 2019- 11 March 2020) and electronic vote of motions (29 April 2020-13 May 2020).

Data privacy policy

By using the Congress Portal, the user agrees to abide by the terms and conditions of the Union Portal data policy.