

# THE IUCN WORLD CONSERVATION CONGRESS 2025 MOTIONS PROCESS

## SECOND GUIDANCE NOTE: THE SUBMISSION OF MOTIONS

### 1) INTRODUCTION

This document is the second in a series of guidance notes prepared by the IUCN Secretariat on the 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 2025 will run from 4 November 2024 until 15 January 2025. The deadline for submitting motions through the online system is **15 January 2025 at 23:59 GMT/UTC**. No motion will be accepted afterwards.

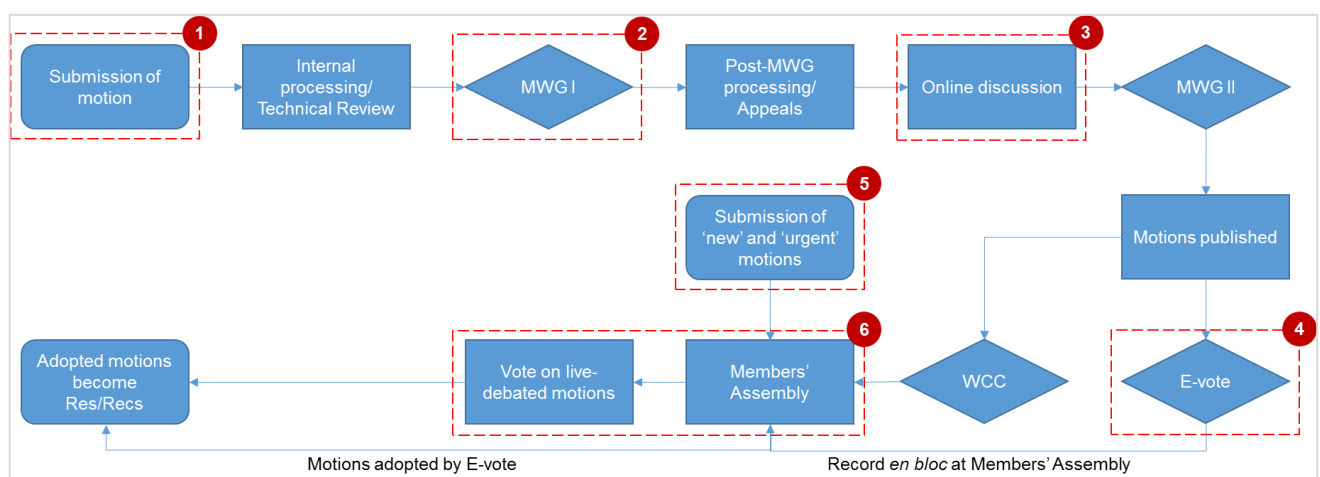
Please consult the [Congress website](#) for the most up-to-date information about the IUCN World Conservation Congress 2025.

### 2) OVERVIEW OF THE PROCESS

The 2025 motions process shall consist of the following segments (see **Figure 1**):

- 1 The **submission of motions** by IUCN Members
- 2 **Consideration by the Motions Working Group (MWG)**
- 3 An **online discussion**
- 4 An **electronic vote** by Members
- 5 The **submission of “new” and “urgent” motions** (before the opening of the IUCN Congress and on-site)
- 6 The **discussion and vote of a limited number of motions on-site** (during the Members’ Assembly at the World Conservation Congress)

**Figure 1. Schematic of the motions process**



### 3) THE SUBMISSION PROCESS IN A NUTSHELL

The submission of motions takes place through a portal on the Congress website specifically designed for this purpose, launched on **4 November 2024**. Members must use the electronic submission form for the submission of their motions, as approved by the IUCN Bureau.

Besides the **title**, **preambular paragraphs** and **operative paragraphs**, the proponent of the motion will have to identify at least five 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 (see **Box 1**), including how it relates to previously adopted Resolutions and Recommendations, and **how the motion will be implemented** (in line with Rule 54(b)x). 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 are also invited to provide a high-level **indicative budget** for implementation, including estimates of the resources required and pledged for the 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 drafts will be visible to all logged in users.

All motions need to be submitted by **15 January 2025 at 23:59 GMT/UTC** at the latest, by following the instructions provided in the system. 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 MWG.

#### Box 1. Is a motion needed?

Submitting a motion, which becomes a Resolution or Recommendation if adopted, is a critical channel through which IUCN Members can influence the Union's policy. However, it is not the *only* way that Members can exert their influence. In fact, there are a variety of options, many of which are quicker, simpler, and can be employed at any time, rather than through the highly structured motions process in the run-up to the World Conservation Congress. Members can, for example:

- Include key priorities in the [IUCN Programme and/or Strategic Vision](#), which have been open for extensive consultations on IUCN Engage, at the [Regional Conservation Fora](#), and through communications to Members;
- Submit a written request to the President or the Council to include an issue on the agenda of their next meeting;
- Contact the Steering Committee of the relevant Commission(s) to request specific action;
- Contact the relevant Regional Office or Global Programme to explore opportunities for collaboration, including through projects and programmatic activities;
- Reach out to the Centre for Policy and Law when the issue pertains to an international policy process.

In case of doubt, Members are welcome to submit a query to [motions@iucn.org](mailto:motions@iucn.org) for advice on the possible avenues for advancing their priorities.

The MWG will review all the motions submitted for technical issues and in accordance with the requirements laid out in the [Rules of Procedure of the World Conservation Congress \(Part VII\)](#). On these grounds, the MWG will decide whether a motion will be admissible, with or without modifications, merged with another motion, or rejected (see **Annex 1** for examples of how these rules were applied ahead of the World Conservation Congress 2020). In accordance with its Terms of Reference approved by Council ([Annex 10 to Council decision C109/30](#)), the MWG will ensure that the statutory requirements are strictly applied to submitted motions. Further, at the request of Members, and in the interest of improving the efficiency and transparency of the motions process, the MWG will document and communicate their rationale for each admissibility decision. The Group will also, where appropriate, seek clarifications with motion proponents as part of their deliberations.

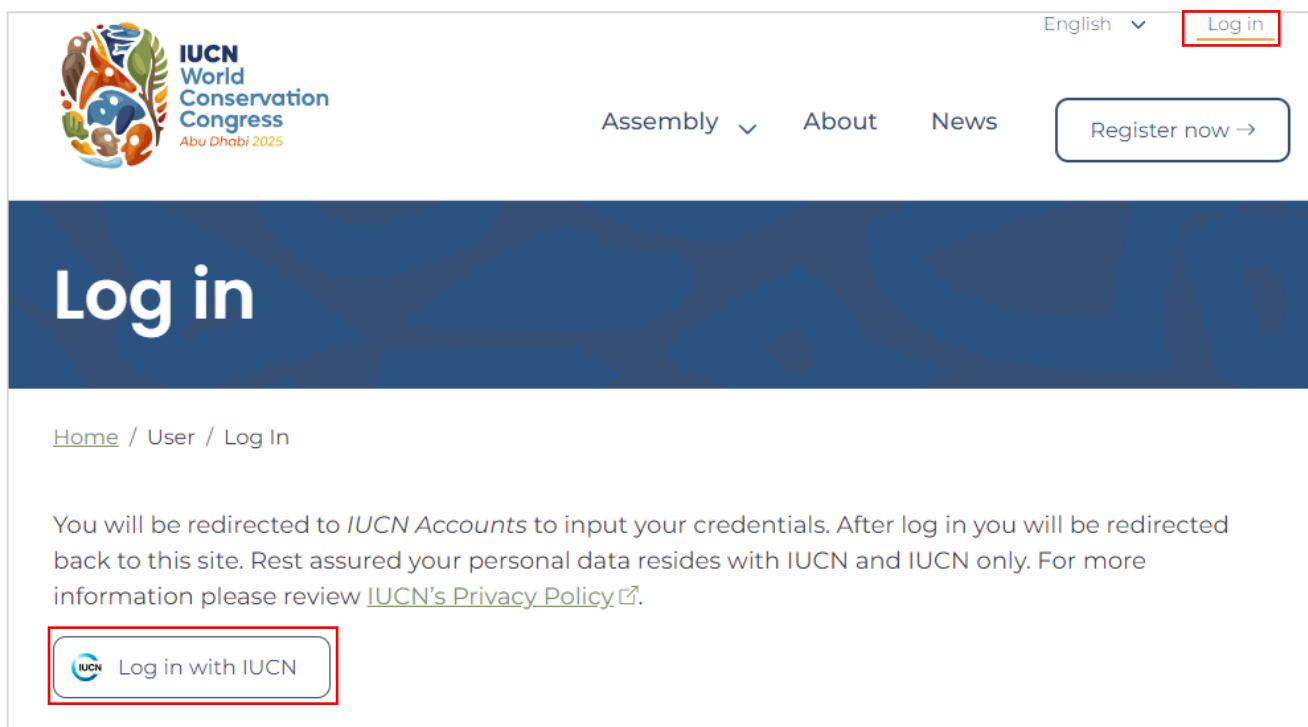
Members nevertheless have the right to appeal against decisions of the MWG pertaining to the motions they have proposed or co-sponsored. Appeals will be made to the Congress Preparatory Committee, acting as appeals body.

## 4) STEP-BY-STEP GUIDANCE

### a) Accessing the online motion system

The online motion submission system can be found on the [IUCN World Conservation Congress Website](#). Users are advised to use either the Chrome or Edge internet browsers.

Motion submissions are only visible once you are logged into the system. Use the 'Log in'-button found top-right of the banner, and then the 'Log in with IUCN'-button. A field will then 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.



English

Assembly

# Log in

[Home](#) / [User](#) / [Log In](#)

You will be redirected to *IUCN Accounts* to input your credentials. After log in you will be redirected back to this site. Rest assured your personal data resides with IUCN and IUCN only. For more information please review [IUCN's Privacy Policy](#).

### Who can submit/create a motion?

According to the IUCN Statutes, only **IUCN Members eligible to vote** and **Council** may submit motions.

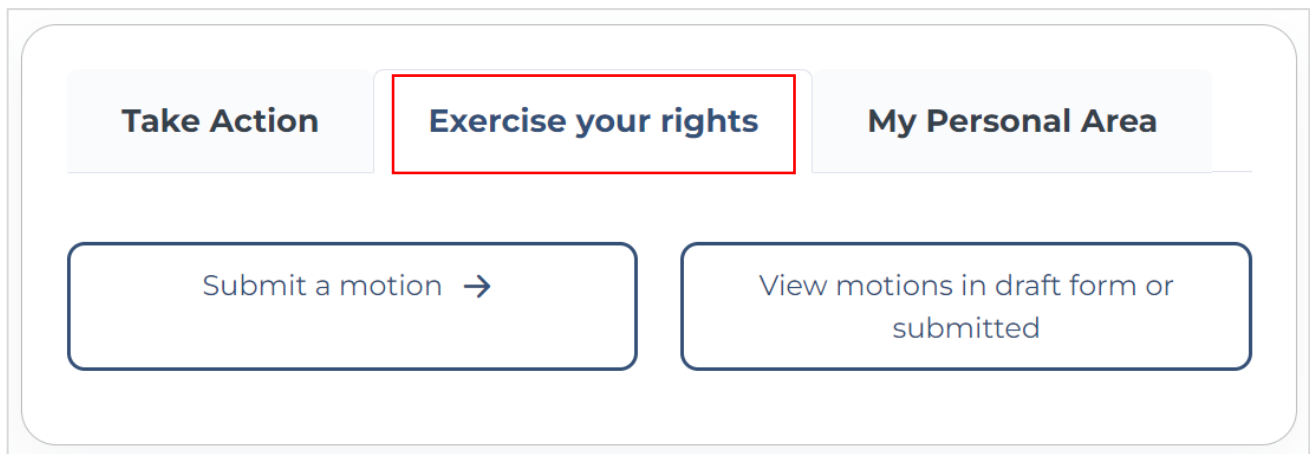
Each person associated with an IUCN Member eligible to vote, and in possession of an authorised IUCN account, will be able to draft and submit a motion. The Primary Contact of each institution will be informed of any motion submitted in the name of their organisation. Should the primary contact identify any irregularities, these should be reported to [motions@iucn.org](mailto:motions@iucn.org).

**Council-sponsored motions.** 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 online motions systems on the Congress website. Council-sponsored motions cover issues of strategic importance for the Union, as well as gaps that have been identified in existing IUCN policy (Resolutions and Recommendations).

### 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 in the online motions system.

## b) Opening relevant pages

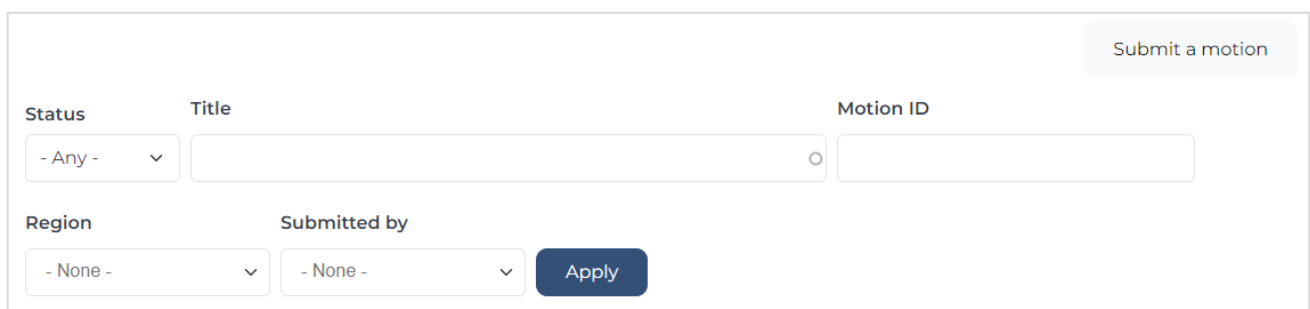


The screenshot shows a navigation menu with three main sections: 'Take Action', 'Exercise your rights', and 'My Personal Area'. The 'Exercise your rights' section is highlighted with a red border. Below this section, there are two buttons: 'Submit a motion →' and 'View motions in draft form or submitted'.

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.

You may filter these motions by submission status, specific words in the title, or region, among others. Once you have selected your criteria, use the 'Apply'-button to trigger the filtering.

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



The screenshot shows a filtering interface for motions. It includes a 'Submit a motion' button in the top right corner. Below this, there are three input fields: 'Status' with a dropdown menu showing '- Any -', 'Title' with a text input field, and 'Motion ID' with a text input field. At the bottom, there are two more dropdown menus: 'Region' showing '- None -' and 'Submitted by' showing '- None -', followed by an 'Apply' button.

## c) 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 motion submission form.

The motion submission form consists of **three parts**:

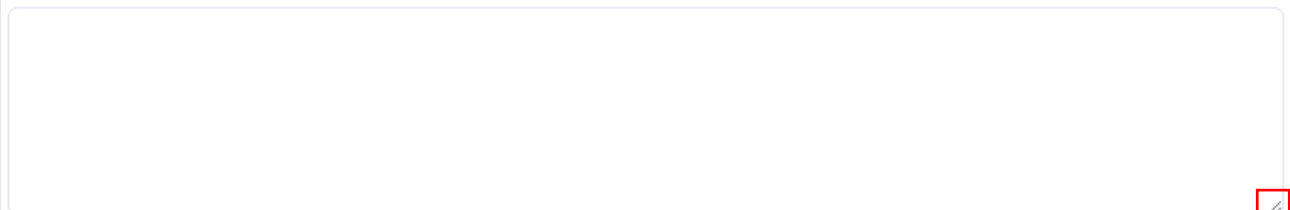
- a) Preliminary questions
- b) Body of motion
- c) Implementation measures

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.

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

Small lines in the bottom righthand corner of the **text boxes** can be dragged downwards to increase the size of the box. Please note that a character limit applies.

Provide any additional information about consultations carried out / collaboration with IUCN constituents in the development of this motion, in particular if consultations had the purpose of identifying solutions that might address the underlying issues (Rule 54(b)x) \*\*



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

To navigate through the form, please use the 'Previous page' and 'Next page'-buttons at the bottom of the page:

Previous page

Next page

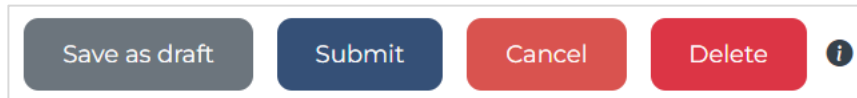
When you are finished working on your motion submission, you have the option to save it as draft, or to submit it.

If the 'Save as draft' option is selected, the information that you have entered on behalf of the proponent is saved as a draft. Only you can continue editing this motion later on. Note that saved drafts are visible to other logged in portal users.

If the 'Submit' option is selected, the your motion will be formally submitted. All mandatory fields need to be completed, and you will no longer be able to make any changes to the motion or information provided. The Primary Contact of the proponent and each co-sponsor will receive a notification.

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'.

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.



### i. Preliminary questions

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.

Preliminary Questions \*
Body of Motion \*
Implementation Measures \*

Title of the motion \*

Original language of the motion as submitted \*\*

- None -
▼

**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 capitalised. 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 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 its development. In case your motion calls on the Director General in its operative part, please select 'IUCN Secretariat'. Note that Members are listed first, followed by Committees, Commissions, Council, and Secretariat. You may also start typing the name of the constituent you wish to include, and the list will be refined. 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, and Members are encouraged to consult the [IUCN Resolutions and Recommendations Platform](#) to review those documents. If the issue has been addressed, Members may wish to consider influencing IUCN through one of the mechanisms described in **Box 1**. Note that, pursuant to Resolutions [6.001](#) and [7.001](#), the 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.

## ii. Body of motion

Preamble ^

---

The preamble explains in a succinct way the rationale for the motion and substantiates the action(s) called for in the operative part. \*\* e e

Note: Each sentence is presented as a separate paragraph and should open with a term IN CAPS, e.g. NOTING, MINDFUL OF, RECOGNIZING, AWARE OF, CONCERNED, RECALLING, WELCOMING, etc.  
Additional information may be provided in the explanatory memorandum (see below).

Content limited to 2000 characters (approximately 350 words), remaining: 2000

**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, RECOGNISING, 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 Organisations (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 and contributions should be reasonable and achievable for the government, institution, NGO or entity that is asked 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 parties 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 2**).

## Box 2. Formatting guidelines for motions

In an effort to accelerate the internal processing of motions received, **the MWG strongly encourages 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 (1., 2., 3., 4. ...), and their sub-paragraphs are listed with letters (a., b., c., ...).

The penultimate paragraph of both the preamble and the operative part 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.

### *Capitalisation:*

The first letter of the first word of the title should be capitalised. 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 **CAPITALISED**.

### *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 *italics* will be added to cite past Resolutions and Recommendations and to refer to specific conferences.)

## **Proponent and co-sponsors** (minimum of five co-sponsors)

In order to simplify the submission form and streamline the user experience, Members are invited to list the propopent and co-sponsors only once, in section iii on 'Implementation measures'. Please see below.

## **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 adopted by the Members' Assembly and becomes 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 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.

### iii. Implementation measures

In order to increase the likelihood that motions, once adopted, are effectively implemented, the motion submission form invites the proponent to provide additional information on implementation measures, as per Rule 54(b)x.

#### Resources

The most commonly cited challenge for implementing Resolutions, cited in more than 1/3 of Progress Reports, is that insufficient resources are available for the required activities to take place. This has been a persistent issue, going back several Congresses. Therefore, 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 that should take place in order to implement the motion.

Activity	Estimated financial resources required (USD)	Estimated financial resources pledged (USD)
Field activities	<input type="text"/>	<input type="text"/>
Scientific activities	<input type="text"/>	<input type="text"/>
Education/ communication/ raising awareness	<input type="text"/>	<input type="text"/>
Fundraising	<input type="text"/>	<input type="text"/>
Policy influencing	<input type="text"/>	<input type="text"/>
Convening stakeholders/ networking	<input type="text"/>	<input type="text"/>
Capacity building	<input type="text"/>	<input type="text"/>
Other (please specify below)	<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>	<input type="text" value="0"/>

The purpose of this table is *not* for Members to prepare a highly-detailed budget as they would for a concrete project, and the MWG recognises that motions are envisioned as policy decisions, that they should not be overly prescriptive, and that the cost of labour varies greatly across sectors and geographies. Rather, Members are encouraged to think about which activities would be required for this motion to be successfully implemented (see **Box 3** for

additional information about the group of activities in each row), and to estimate at least the *order of magnitude* of the resources that would be required for those activities to take place. Any assumptions or uncertainties should be stated in the additional information field below.

### Box 3. Activities to implement of Resolutions and Recommendations

<p><b>Field activities</b></p> <p>Include activities such as: implementating/supporting projects; developing, testing and demonstrating sound practices for the conservation and sustainable use of species and ecosystems; monitoring and assessing what biological diversity exists.</p> <p><b>Scientific activities</b></p> <p>Include activities such as: data collection; research; monitoring of species and ecosystems; development of new methodologies; examining how species and ecosystems function.</p> <p><b>Education/communication/raising awareness</b></p> <p>Includes activities such as: dissemination of information; preparation, publication and distribution of documents, legislative texts, guidelines, scientific studies and other information; increasing public awareness of the conservation of nature and natural resources through education; side-events or the development of communication strategies.</p> <p><b>Fundraising</b></p> <p>Includes activities such as: raising/creating/mobilising funds, pledges, or agreements with donors, sponsoring agencies, grant providers, etc.</p> <p><b>Policy influencing</b></p> <p>Include activities such as: advocacy; influencing governments and other actors; developing new policy approaches; participating in negotiations; diplomacy; assisting in the development and improvement of legislation relating to conservation; encouraging governments to adhere to and implement international agreements relating to conservation; establishing governance structures including multi-stakeholders dialogues, task forces, governmental bodies, etc.</p> <p><b>Convening stakeholders/networking</b></p> <p>Includes activitise such as: developing new alliances/partnerships; supporting Congresses; identifying/invitating new Members; organising meetings; creating and/or developing networks; convening stakeholders in various settings.</p> <p><b>Capacity building</b></p> <p>Includes activties such as: building capacity through workshops; promoting the training of conservationists at all levels; engaging local communities; developing of training materials.</p>
---

Proponents are then asked to estimate the financial resources *pledged* – by the proponent, co-sponsors, or third parties – against these same activities. As before, these need not necessarily be financial resources ready to be deployed, but human or other resources, which are committed, and can contribute to implementation.

**Note that no motion will be rejected by the MWG solely on the basis of this cost estimate table. However, Members are strongly encouraged to take this exercise seriously, and to begin discussing resource mobilisation for implementation already at the submission stage.** Furthermore, this section is not intended to discourage Members from submitting a motion. Rather it is designed to facilitate the quantification of the funding required and available to allow Resolutions to be realistically implemented.

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

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

Finally, there is a field to provide additional information about the resourcing requirements of the motion, including any assumptions made in completing the table. In case the proponent has made estimates for staff time (e.g. daily rates), they can be stated here, thereby allowing the MWG to better understand the figures presented.

### Proponent and co-sponsors, and their activities

As per the IUCN Statutes, **a proponent of a motion needs to identify a minimum of five co-sponsors eligible to vote, from at least two Statutory Regions, in order to submit a motion.** Only IUCN Members of Categories A (States, government agencies, and subnational governments), B (national and international NGOs), and C (Indigenous peoples' organisations), who have paid their dues up-to and including 2024, are eligible to propose or co-sponsor a motion. The system will only display proponents/co-sponsors that are eligible.

The status of Members' eligibility to submit, sponsor, comment on 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 up to five working days for recording the payments). It is therefore recommended that you ensure that your institution's dues are not in arrears before you plan or agree to propose or co-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.

All Primary Contacts of the proponent 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 the proponent, click on the field below 'IUCN Member'. Only Members to which the user has an affiliation in the system will be displayed. You will then be invited to choose any actions that your institution will undertake to support the implementation of the motion.

To select a co-sponsor, click on 'Add new co-sponsor' below the explanation of the Rules, and then on the field under 'Co-sponsor'. This will open a list that includes the eligible Members as described above. You may either scroll through the list, or start typing the institution's name or country. Click on the name of your co-sponsor to select them.

Co-sponsors\*\* ^

As per Rule 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 **from categories A, B and C** who have **paid their Membership** dues up to and including 2024 are eligible.

Please identify the minimum of five 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(s) outside the State or Region of the proponent, **at least one co-sponsor needs to be from the Region concerned.** (Rule 49bis) ⓘ

Note: only Members eligible to vote (Members in Category A, B or C, which have paid their membership dues, up to and including 2024) are shown below (and only once the payment of any outstanding dues is received by the IUCN Secretariat - this may take up to five working days).

Please note that the primary contact of the proponent and co-sponsors indicated here will receive an email informing them that a motion has been submitted on their behalf.

[Add new Co-sponsor](#)

As has been the case for the 2016 and 2020 Congresses, 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, including reporting on progress.** You will therefore be asked to specify the contribution(s) that the co-sponsor will make towards implementation.

In order to insert this information for co-sponsors, please select an action in the field under 'Proposed actions' and add any description. After completing the fields, click on the 'Create Co-sponsor'-button.

Upon submission, the system will list the proponent and co-sponsors you have selected underneath the body of the motion, in the same place where they have been listed for recent Congresses.

### **Member-assigned focal point**

You will have to provide the contact details of a 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 consent to act as focal point.

### **Resolution and Recommendation retirement**

As required by [Resolution 6.001](#), Proponents are also asked to indicate when the motion automatically ceases to be effective and may be moved to the Resolutions and Recommendations Archive.

### **Scope and keywords**

Finally, there are two questions concerning the scope of your motion, including linkages to the global transformations identified in the Draft Programme 2026-2029. Several final questions ask the proponent to click on relevant keywords, which are used for administrative purposes to facilitate internal processing of the motion. These include connections to the Sustainable Development Goals and the targets of the Kunming-Montreal Global Biodiversity Framework, among others. Specific instructions are provided in the form itself.

## **d) 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, in order to return to it at a later date or time, allowing for further editing, ensuring that all information is available, or listing additional co-sponsors. This will enable you to build momentum and support for your motion.

You are only able to edit those motions that you have started drafting. It is not possible for you to edit motions drafted by another user from your institution.

### **What is visible?**

All motions saved as draft, including all information you have entered (with the exception of the contact information of the focal point identified for reporting), are visible to all logged in portal users.

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.

## e) Submitting a motion

For your motion to be taken into consideration, you need to submit it before **15 January 2025 at 23:59 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 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 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, upon confirmation all Primary Contacts of the proponent and co-sponsors will receive an email informing them that a motion has been submitted on their behalf.

### **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). Pursuant to Council decision C111/14, motion submissions will be available for viewing for at least one week following the deadline for submission of motions.

### **Future guidance documents**

The next guidance notes to be issued will focus on the modalities of the online discussion (April-June 2025) and electronic vote of motions (August-September 2025).

### **Data privacy policy**

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

## ANNEX 1: EXAMPLES OF HOW THE ADMISSIBILITY CRITERIA WERE APPLIED IN 2019

In the run-up to the World Conservation Congress 2020, the MWG review 221 motion submissions. As described in their [first update](#), during their meeting in October 2019, after careful review of each of the motions submitted against the admissibility criteria in the IUCN Statutes, they accepted 103 motion submissions, merged 38 motion submissions into 17, rejected 77 motion submissions, and remitted 3 motion submissions for Programme consideration. Below are several examples of how the MWG applied these criteria, presented here for the purpose of clarifying the expectations for Members preparing motion submissions for the World Conservation Congress 2025.

### Content rationales for rejection

Motion submissions were rejected if it was determined that they were not proposing or modifying IUCN's policy (Rule 54(a)i), did not contain technically sound and coherent arguments (Rule 54(a)iii), were not precise in what they aimed to achieve (Rule 54(a)iv), or were repeating the content of already adopted Resolutions and Recommendations (Rule 54(a)vi). For example:

- “Realizing effective environmental laws through the Montevideo Programme V” asked Members to welcome a UN Environment Assembly Resolution and work on the Montevideo Programme. This was rejected on the grounds that it did not modify IUCN policy (54(a)i), and that the World Commission on Environmental Law (WCEL) was already working on this.
- “Promoting the ‘Aquascape’ approach to conservation in fresh and saline waters” was rejected as not technically sound (54(a)iii) in part because the motion did not clearly define or make the case for the concept.
- “Global Pact for Conservation and the Environment of Present and Future Generations” was rejected on the basis for being unclear in what it aimed to achieve (54(a)iv) as the process was ongoing, the timing of the motion relative to official processes was considered to be problematic, and Members were asked to endorse principles which did not yet exist.
- “Support networks of marine protected areas managers as a cornerstone of management effectiveness” was rejected on grounds that it repeated content from a previously adopted Resolution (54(a)vi), in this case Resolution 5.076 (Jeju, 2012) “Accelerating the global pace of establishing marine protected areas and the certification of their effective management”.

### Process and format rationales for rejection

Motion submissions were rejected if they did not sufficiently specify which of the Members and/or components of IUCN or third parties that the text called upon to undertake action had been consulted or had collaborated in its development, in accordance with Rule 54(b)x(a), or which of these had been consulted to identify solutions in accordance with Rule 54(b)x(b). For example:

- “Avoiding bias and conflicts of interest in recommendations of IUCN Commissions and Specialist Groups” was rejected on the basis of lack of consultation with Commissions, who are called to act in the operative text, and who could have identified possible solutions.



- “Animal culture and conservation” was rejected as it targeted the Species Survival Commission (SSC) in its operative text, though the SSC was not consulted at any stage during its development.

### **Rationales for merges**

The MWG merged groups of two or three motion submissions that addressed very similar issues, so as to avoid repetition. For example:

- “Declaration of global priority for conservation and ceasefire in the Amazon Biome” and “Reducing social impact of development projects in the Amazon” were merged.
- “Recognising and Supporting Indigenous Peoples’ and Local Communities’ Rights and Roles in Conservation” and “Promoting and endorsing the Gold Standard: recognising indigenous and community rights” were merged.
- “Structuring the fight against environmental crime as a serious crime” and “To raise the classification of organised wildlife trafficking to the level of serious crime” were merged.

### **Rationales for remission to the Programme**

The MWG remitted three motion submissions to the Programme Committee (Rule 51) for the reason that they sought to amend or otherwise influence the Draft Programme 2021-2024, rather than modify IUCN policy. These were:

- “Mainstreaming Transboundary Conservation for inclusive and collaborative IUCN programme implementation,” which specifically tasked the Director General with ensuring that transboundary conservation was mainstreamed in the Programme.
- “Adding Mitigation of Energy Causes of Climate Change to the Programme 2021-24,” which aimed to include specific energy-related aspects to the Programme.
- “PANORAMA-Solutions for a Healthy Planet: the World Conservation Solutions Platform and Initiative,” which sought to encourage PANORAMA as a preferred knowledge sharing mechanism in the Programme.