**IN-SESSION DOCUMENT PROCEDURE**

Please read the following information carefully and follow the below guidance, in order to ensure a smooth and efficient flow of MOP8 in-session submissions and document procedures. If you have any questions, please do not hesitate to contact the Secretariat.

**Submissions of statements, proposals, comments or revised text**

During MOP8, please submit any opening/closing statements, proposals, comments or revised text to the following email address: [aewa.mop8@unep-aewa.org](mailto:aewa.mop8@unep-aewa.org)

Any incoming submissions will be forwarded to the responsible AEWA officer for further processing.

**In-session document procedure**

During the meeting, revised draft resolutions resulting from the work of the Finance & Administration and Scientific & Technical Working Groups will be numbered consecutively as **Rev. (revision).** The revisions will include track changes and will be uploaded on the MOP8 website, in the “In-Session Documents” section:

<https://www.unep-aewa.org/en/meeting/8th-session-meeting-parties-mop8-aewa>

The final revised draft resolution, which will not indicate track changes, will be presented to the plenary on the last day of the session for adoption. It will be identical to the latest in-session revised version (which contains all track changes indicating the amendments made by the Working Groups).

An example sequence is illustrated below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number** | **Title** | **Files** |  | **Comment** |
| AEWA/MOP8/DR1 | Draft Resolution on XXX | EN: AEWA/MOP8/DR1/Rev1 (28/09/2022) |  | 1st in-session revision |
|  |  | FR: AEWA/MOP8/DR1/Rev1 (28/09/2022) |  | 1st in-session revision |
|  |  | EN: AEWA/MOP8/DR1/Rev2 (29/09/2022) |  | 2nd in-session revision |
|  |  | FR: AEWA/MOP8/DR1/Rev2 (29/09/2022) |  | 2nd in-session revision |
|  |  | EN: AEWA/MOP8/DR1/Rev3 – Final with track changes (30/09/2022) |  | Final in-session revision (with track changes) |
|  |  | FR: AEWA/MOP8/DR1/Rev3 – Final with track changes (30/09/2022) |  | Final in-session revision (with track changes) |
|  |  | EN: AEWA/MOP8/DR1/Rev3 – Final clean (30/09/2022) |  | Final in-session revision (without track changes) |
|  |  | FR: AEWA/MOP8/DR1/Rev3 – Final clean (30/09/2022) |  | Final in-session revision (without track changes) |

Delegates are kindly requested to download all in-session documents from the AEWA website at <https://www.unep-aewa.org/en/meeting/8th-session-meeting-parties-mop8-aewa>.