



NOTIFICATION TO THE PARTIES

No. 2007/047

Geneva, 11 December 2007

CONCERNING:

Seventeenth meeting of the Plants Committee

Date and venue

1. The Secretariat hereby informs Parties that the 17th meeting of the Plants Committee will be held in Geneva, Switzerland, from 15 to 19 April 2008. On 19 April, the meeting will be held jointly with the 23rd meeting of the Animals Committee. The meeting will take place at the following address:

*Centre International de Conférences de Genève (CICG)
Rue de Varembé 17
1211 GENEVA 20
Switzerland.*

2. Parties interested in knowing more about the subjects for discussion may contact either the Secretariat or the Chairman directly at the following address:

Prof. Dra. Margarita Clemente Muñoz
Chairman of the CITES Plants Committee
Dpto. de Ciencias y Recursos Agrícolas y Forestales
Unidad de Botánica Agrícola y Forestal
Campus de Rabanales
Ctra Madrid, Km 396
Edificio Celestino Mutis (C-4)
Universidad de Córdoba
E-14071 CÓRDOBA
Spain

Tel: + 34 (957) 21 21 85
Fax: + 34 (957) 21 21 85
Email: cr1clmum@uco.es

Registration

3. Parties that wish to be represented by observers should return the attached *Registration form* to the Secretariat **no later than 1 April 2008**.
4. Observers from non-governmental organizations (NGOs) may participate in this meeting at the invitation of the Chairman. Requests for invitations should be sent to the Chairman at the address indicated in paragraph 2 above at least 45 days before the meeting, that is by **1 March 2008**.
5. The Secretariat wishes to remind observers from NGOs that they should send to the Secretariat the *Registration form*, together with a copy of the letter of invitation from the Chairman, at least four weeks before the meeting, that is **no later than 18 March 2008**.
6. Participants with access to the Internet are encouraged to use the online registration form that will be available on www.cites.org, under Official Documents / Plants Committee / Online registration.

Financial assistance

7. The Secretariat is unable to provide any financial assistance for participants other than members of the Plants Committee from developing countries.

Hotel reservations

8. The Secretariat will make the hotel bookings for members of the Plants Committee who are sponsored by the Secretariat.
9. The Secretariat has been unable to secure hotel rooms for the period from 14 to 19 April 2008 owing to large events taking place in Geneva in that period. It has therefore prepared a list of hotels including rack rates and a map with their location. Participants are advised to make their bookings directly with the hotel **as early as possible**. Participants should note that hotels have better deals when booking by Internet.

Visas

10. The Secretariat reminds members, Parties and organizations that participants may require visas. They may wish to submit a copy of this Notification together with their visa application. In addition, pre-registered participants who require a letter from the Secretariat to assist them in obtaining an entry visa for Switzerland should send their request well in advance, providing detailed information about their travel to Geneva.

Documentation

11. The provisional agenda is available on the CITES website (www.cites.org).
12. Participants may submit documents for discussion at the meeting in accordance with Rules 15 and 16 of the Rules of Procedure of the Plants Committee. Documents must be provided to the Secretariat at least 60 days before the meeting, that is by **15 February 2008**.

Documents received after this date can not be translated. Documents submitted should not exceed 12 pages.

13. Documents for the meeting will be placed on the CITES website as they become available. Printed copies of all documents available will be distributed to members and alternate members of the Plants Committee by **6 March 2008**. The Secretariat will also provide copies by post or by email to any pre-registered participant for the meeting who requests them in advance. Requests should be sent to Ms Victoria Zentilli whose email address is <victoria.zentilli@cites.org>. However, in order to make savings on printing costs, the Secretariat **will not** distribute sets of documents at the meeting. Consequently, all participants are requested to bring their own set.