



NOTIFICATION TO THE PARTIES

No. 2007/048

Geneva, 11 December 2007

CONCERNING:

Twenty-third meeting of the Animals Committee

Date and venue

1. The Secretariat hereby informs Parties that the 23rd meeting of the Animals Committee will be held in Geneva, Switzerland, from 19 to 24 April 2008. On 19 April, the meeting will be held jointly with the 17th meeting of the Plants 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:

Dr Thomas ALTHAUS
Federal Veterinary Office
Schwarzenburgstrasse 155
CH-3097 LIEBEFELD-BERN
Switzerland

Tel: + 41 (31) 323 81 59
Fax: + 41 (31) 323 85 22
Email: thomas.althaus@bvet.admin.ch

Registration

3. Parties that wish to be represented by observers should return the attached *Registration form* to the Secretariat **no later than 5 April 2008**.
4. Observers from non-governmental organizations (NGOs) may participate in this meeting at the invitation of the Chairman. The attached *Procedure for the admission of observers from NGOs to meetings of the CITES Animals Committee* provides information on the requirements for NGOs to receive an invitation from the Chairman. The attached *Invitation request for NGOs* form should be sent to the Chairman at the address indicated in paragraph 2 above at least 45 days before the meeting, that is by **5 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 22 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 / Animals Committee / Online registration.

Credentials

7. In accordance with Rule 7 of the Rules of Procedure of the Animals Committee, all participants will be required to present official credentials, which may be submitted to the Secretariat in advance or on the first day of attendance at the meeting.

Financial assistance

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

Hotel reservations

9. The Secretariat will make the hotel bookings for members of the Animals Committee who are sponsored by the Secretariat.
10. All other participants who wish to benefit from the pre-booked hotel rooms should send the completed *Hotel booking form* to the hotel of their choice by fax **no later than 20 March 2008**, as pre-booked rooms will not be guaranteed after this date.

Visas

11. 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

12. The provisional agenda of the meeting of the Animals Committee will be placed on the CITES website as soon as it is available.
13. Participants may submit documents for discussion at the meeting in accordance with Rules 16 and 17 of the Rules of Procedure of the Animals Committee. Documents must be provided to the Secretariat at least 90 days before the meeting, that is by **20 January 2008**. Documents received after this date can not be translated. Documents submitted should not exceed 12 pages.
14. 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 Animals Committee by **10 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 Paula Nicollin whose email address is < paula.nicollin@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.