

## **Procedure for the admission of observers from NGOs to meetings of the CITES Animals Committee**

Non-Governmental Organizations (NGOs) that wish to attend meetings of the CITES Animals Committee (AC) should fill in the *Invitation request for NGOs* form attached and send it to the AC Chairman together with all necessary information, depending on what category their representative falls into (see details below). The Chairman of the Animals Committee will send a personal invitation to the selected candidates, with a copy to the CITES Secretariat.

Please note that invitations are personal and that each NGO may be represented by one person only. NGOs should also coordinate with each other in order to limit the number of participants as much as possible. In particular they should not try to register their representatives under the name of another organization.

### **Categories**

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#### **1. Persons who attended at least one of the previous two AC meetings**

They must indicate to which agenda items they intend – based on their expertise and knowledge – to contribute, or give specific reasons why they would like to attend the forthcoming AC meeting. In particular they should indicate whether they are or have been a member of a particular working group.

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#### **2. Persons who did not attend the previous two AC meeting but who represent an NGO that was invited to attend either of them**

They must send a *curriculum vitae* and/or information about their personal knowledge and expertise in science, nature conservation, or trade and sustainable use.

Furthermore, they must indicate to which agenda items they intend – based on their expertise and knowledge – to contribute, and/or give specific reasons why they would like to attend the forthcoming AC meeting.

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#### **3. Persons who did not attend the previous two AC meetings and who represent an NGO that was not invited to attend either of them**

They must send the by-laws of their organization, as well as information about the goals and the activities of this organization (mission statement) that are relevant to CITES (sustainable use and conservation of natural resources). They must also send a *curriculum vitae* and/or information about their personal knowledge and expertise in science, nature conservation, or trade and sustainable use.

Furthermore, they must indicate to which agenda items they intend – based on their expertise and knowledge – to contribute, and/or give specific reasons why they would like to attend the forthcoming AC meeting.