



NOTIFICATION TO THE PARTIES

No. 2008/024

Geneva, 19 March 2008

CONCERNING:

Fifty-seventh meeting of the Standing Committee

Date and venue

1. On behalf of Ambassador Cristián Maquieira Astaburuaga (Chile), Chairman of the Standing Committee of the Conference of the Parties, the Secretariat hereby informs the Parties that the 57th meeting of the Standing Committee is scheduled to be held in Geneva, Switzerland, from 14 to 18 July 2008. On the morning of the first day, there will be a meeting of the Finance Subcommittee of the Standing Committee. Both meetings will take place at the following address:

*Centre International de Conférences de Genève (CICG)
17, rue de Varembé
CH-1211 GENEVA 20
Switzerland.*

Registration

2. Parties that are members of the Standing Committee are convened to attend its 57th meeting. Other Parties are invited to participate as observers. The *Registration form* attached should be returned to the Secretariat **no later than 30 June 2008**.
3. Participants with access to the Internet are encouraged to use the online registration form available on www.cites.org, under Official Documents / Standing Committee / 57th meeting / On-line registration.
4. In accordance with Rule 6, paragraph 2, of the Rules of Procedure, any person or body wishing to participate in a meeting of the Committee as an observer, in accordance with paragraph 1 of the same Rule, must submit the *Registration form* to the Secretariat at least 30 days before the meeting, that is by **14 June 2008**, together with relevant information with regard to the technical qualifications of the person or body and approval of the State in which the body is located. The Secretariat will forward requests to attend the meeting and the relevant information to the Chairman and the members of the Committee. Therefore, organizations are urged to send their request as soon as possible and not wait until the deadline. Organizations wishing to be represented at the meeting by observers are advised not to make travel arrangements until their participation is approved by the Chairman.

Financial assistance

5. The Secretariat is unable to provide any financial assistance for participants other than representatives from developing countries that are members of the Standing Committee.

Credentials

6. In accordance with Rules 7 and 8 of the Rules of Procedure of the Standing 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.

Hotel reservations

7. The Secretariat will make the hotel bookings for representatives of Parties that are members of the Standing Committee and who are sponsored by the Secretariat.
8. For other participants, information about hotels will be posted on the CITES website as soon as it becomes available.

Visas

9. The Secretariat reminds Parties and organizations that their representatives 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

10. The provisional agenda of the meeting of the Standing Committee will be placed on the CITES website as soon as it is available.
11. Participants may submit documents for discussion at the meeting in accordance with Rule 19 of the Rules of Procedure of the Standing Committee. Documents must be provided to the Secretariat at least 60 days before the meeting, that is by **15 May 2008**. Documents submitted should not exceed 12 pages.
12. Documents for the meeting will be placed on the CITES website as they become available. Printed copies of all documents available will be sent to members and alternate members of the Standing Committee by **30 May 2008**. The Secretariat will also provide copies by post or by email to any pre-registered representative of a Party who requests them. However, in order to avoid additional printing costs, the Secretariat will not distribute sets of documents at the meeting. Consequently, all participants are requested to bring their own set.