



NOTIFICATION TO THE PARTIES

No. 2008/067

Geneva, 16 December 2008

CONCERNING:

Twenty-fourth meeting of the Animals Committee

Date and venue

1. The Secretariat hereby informs Parties that the 24th meeting of the Animals Committee will be held in Geneva, Switzerland, from 20 to 24 April 2009. The meeting will take place at the following address:

*Centre International de Conférences de Genève (CICG)
Rue de Varembe 17
CH-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 6 April 2009**.
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 30 days before the meeting, that is by **21 March 2009**.

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 30 days before the meeting, that is **no later than 21 March 2009**.
6. Participants with access to the Internet are encouraged to use the [online registration](#) form that is available on www.cites.org, under Official Documents / Animals Committee / Online registration.

Credentials

7. In accordance with Rule 8 of the Rules of Procedure of the Animals Committee, representatives of Parties, alternate regional representatives not representing a regional representative, representatives of any State not a Party to the Convention and representatives of the United Nations and its Specialized Agencies and representatives of intergovernmental organizations 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.
8. For representatives of non-governmental organizations, the original of the invitation letter by the Chairman serves as credentials.

Financial assistance

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

Hotel reservations

10. The Secretariat will make the hotel bookings for members of the Animals Committee who are sponsored by the Secretariat.
11. For all other participants, the Secretariat has 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

12. 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

13. The provisional agenda of the meeting of the Animals Committee will be placed on the CITES website as soon as it is available.

14. Participants may submit documents for discussion at the meeting in accordance with Rules 20 and 21 of the Rules of Procedure of the Animals Committee. Documents must be provided to the Secretariat at least 60 days before the meeting, that is by **19 February 2009**. Documents received after this date can not be translated. Documents submitted should not exceed 12 pages.

15. 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 **6 March 2009**. 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.