



## NOTIFICATION TO THE PARTIES

No. 2011/002

Geneva, 6 January 2011

CONCERNING:

### Twenty-fifth meeting of the Animals Committee

#### Date and venue

1. The Secretariat hereby informs Parties that the 25th meeting of the Animals Committee will be held in Geneva (Switzerland), from 18 to 22 July 2011. 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 interim Chair directly at the following address:

Mr Carlos Ibero Solana  
ATECMA  
Isla de la Toja, 2, Esc. Izda., 3<sup>o</sup>A  
E-28400 VILLALBA (MADRID)  
Spain

T: +34 91 849 08 04  
F: +34 91 849 14 68  
E: [cites @ atecma.es](mailto:cites@atecma.es)

#### Registration

3. All observers must register **by 18 June 2011** by filling in the *Registration form* online (<http://www.cites.org/eng/com/AC/index.shtml>) or returning the annexed form to the Secretariat.
4. In addition, observers from intergovernmental and non-governmental organizations must request an invitation from the interim Chair and, if granted, forward it to the Secretariat (see the attached *Procedure for the admission of observers from organizations to meetings of the Animals Committee* and *Invitation request for organizations*). Organizations are urged to request an invitation as early as possible before the registration deadline.

### Credentials

5. 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 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.
6. For representatives of intergovernmental and non-governmental organizations, the original of the invitation letter by the interim Chair serves as credentials.

### Financial assistance

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

### Hotel reservations

8. The Secretariat will make the hotel bookings for members of the Animals Committee who are sponsored by the Secretariat.
9. For all other participants, a list of hotels including rack rates and a map with their location is available on the CITES website (<http://www.cites.org/eng/com/AC/index.shtml>). Participants are advised to make their bookings directly with the hotel **as early as possible**. Participants should note that hotels have better deals when booked through the 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 of the meeting of the Animals Committee will be placed on the CITES website as soon as it is available (<http://www.cites.org/eng/com/AC/25/index.shtml>).
12. 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 May 2011**. 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 Animals Committee **by 3 June 2011**. The Secretariat will also provide copies by post or by email to any pre-registered representative of a Party who requests them in advance. Requests should be sent to [info@cites.org](mailto:info@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.