



NOTIFICATION TO THE PARTIES

No. 2017/072

Geneva, 14 December 2017

CONCERNING:

Eighteenth meeting of the Conference of the Parties

1. At its 17th meeting (Johannesburg, 2016), the Conference of the Parties to CITES accepted the generous offer of the Government of Sri Lanka to host its 18th meeting (CoP18), which, with the agreement of the CITES Secretariat, will be held in Colombo, Sri Lanka, from **23 May to 3 June 2019**.
2. In accordance with the provisions of Resolution Conf. 4.6 (Rev. CoP17) on the *Submission of draft resolutions and other documents for meetings of the Conference of the Parties*, the text of any draft resolution and any document submitted for consideration at the 18th meeting of the Conference of the Parties should be communicated to the Secretariat at least 150 days before the meeting, i.e. by **24 December 2018**.
3. In accordance with the provisions of Article XV, paragraph 1, of the Convention, any Party may propose an amendment to Appendix I or II for consideration at CoP18. The text of the proposed amendment shall be communicated to the Secretariat at least 150 days before the meeting, i.e. by **24 December 2018**. The amendment proposals and supporting statement should be based on the criteria adopted in Resolution Conf. 9.24 (Rev. CoP17) on *Criteria for amendment of Appendices I and II* and, where appropriate, be presented in the format provided in Annex 6 of that Resolution. For those proposals which include an annotation to the Appendices, the amendment proposals and supporting statement should follow the guidance provided in Resolution Conf. 11.21 (Rev. CoP17) on *Use of annotations in Appendices I and II*.
4. However, if a Party intends to submit a proposal to amend Appendix I or II that concerns a species or a population of a species that occurs partly or totally outside of the territory under its jurisdiction, and if it does not intend to consult the other range States before the submission of its proposal, the Party, in accordance with Resolution Conf. 8.21 (Rev. CoP16) on *Consultation with range States on proposals to amend Appendices I and II*, should submit its proposal to the Secretariat at least 330 days before the meeting, i.e. by **27 June 2018**.
5. Additionally, any amendment proposal made in accordance with the provisions of Resolution Conf. 11.16 (Rev. CoP15), on *Ranching and trade in ranched specimens of species transferred from Appendix I to Appendix II*, should be received by the Secretariat at least 330 days before the meeting, i.e. by **27 June 2018**.
6. The Secretariat reminds Parties that the Conference of the Parties has recommended in Resolution Conf. 4.6 (Rev. CoP17) that, as a general rule, documents submitted for consideration should not exceed 12 pages in length and decided that any draft resolution or decision that has budgetary or workload implications for the Secretariat or permanent committees must contain a budget for the work involved and an indication of the source of funding. Moreover, the Standing Committee has agreed that the Secretariat should ask any Party that submits a document longer than 12 pages to provide it in the three working languages of the Convention.

7. In order to avoid problems of communication, the Secretariat wishes to stress the following in relation to the submission of documents:

a) Documents must be submitted by either:

- i) the Management Authority that, in accordance with Article IX, paragraph 2 or 3, of the Convention, has been designated as authorized to communicate with other Parties and with the Secretariat (the main Management Authority if there are several); or
- ii) the Ministry of Foreign Affairs.

b) Documents and amendment proposals submitted by any other authority cannot be accepted;

c) The Secretariat will formally register documents as having been received for the meeting only when it receives an original signed letter with the documents, specifying what has been submitted, and sent by the deadlines specified above (for which the postmark serves as proof).

Address for despatch:

CITES Secretariat (CoP18 submissions)
Palais des Nations
Avenue de la Paix 8-14
CH-1211 Geneva 10
Switzerland

d) In order to assist processing of the meeting documentation, Parties should also send a copy of the documents in Word format to the Secretariat (info@cites.org).

e) In cases where two or more Parties are jointly submitting an amendment proposal or any other working document, each Party concerned must provide a letter of submission signed in accordance with paragraph 7 a) above to the Secretariat before the deadline to be recorded as a proponent for the amendment proposal or working document involved.

8. Further information on the arrangements for the 18th meeting of the Conference of the Parties will be provided to the Parties in due course.