



## NOTIFICATION TO THE PARTIES

No. 2018/029

Geneva, 26 March 2018

CONCERNING:

### Twenty-fourth meeting of the Plants Committee

#### Date and venue

1. The Secretariat hereby informs Parties that the 24th meeting of the Plants Committee will be held on **Friday 20 and Saturday 21 July** and on **Monday 23 July to Thursday 26 July 2018**. On Friday 20 and Saturday 21 July, the meeting will be held jointly with the 30th meeting of the Animals Committee. The meetings will take place at the following address:

Centre International de Conférences (CICG)  
Rue de Varembe 17  
CH-1211 GENEVA 20  
Switzerland

2. The provisional agenda of the meeting is available on the CITES website at: <http://www.cites.org/eng/com/pc/24/index.php>. Parties interested in knowing more about the subjects for discussion may contact either the Secretariat or the Chair directly at the following address:

Ms. Adrienne Sinclair  
Chair  
Canadian Wildlife Service  
Environment and Climate Change Canada  
351 St. Joseph Blvd  
GATINEAU, QUEBEC K1A 0H3  
Canada

Tel: +1 (819) 938 39 59  
Fax: +1 (819) 938 39 84  
Email: [adrienne.sinclair@canada.ca](mailto:adrienne.sinclair@canada.ca)

#### Registration

3. All participants must register in advance for this meeting. Registration for the meeting will soon open online. Early registration is recommended for participants who require an entry visa to Switzerland and for Committee members who are seeking financial support.
4. For the first time, the CITES Secretariat will be using a new registration system developed by the Secretariat of the Convention on Biological Diversity. For Parties, States not a Party to the Convention and representatives of the United Nations, its Specialized Agencies, and the International Atomic Energy Agency, as well as organizations that have been accredited to attend any of the last two meetings of the Plants Committee (see Annex), the registration will take place as follows:
  - a) Registration: CITES focal points (Management Authorities and a focal person for observer organizations) are invited to register the official representative(s) of their Governments or organizations to this meeting and provide their respective contact information. An exclusive registration link will be

sent to all focal points. For the Animals and Plants Committees, the Scientific Authorities will be copied on the email sent to Management Authorities. Using the exclusive registration link, focal points must enter the contact details of the persons representing their Government or organization.

- b) **Nomination:** Focal points must send an official nomination letter or email from their Governments or organizations addressed to the Secretary-General by e-mail at [registration@cites.org](mailto:registration@cites.org). The deadline for nomination is 30 days prior to the meeting for all participants, i.e. by **20 June 2018**, in accordance with Rule 6 of the Rules of Procedure of the Plants Committee.
  - b) **Confirmation of registration:** Once the official nomination letters are received, the nominations will be validated and each participant will receive an automated individual confirmation of registration named "PRIORITY PASS" (PP) by e-mail. Upon registration, it is important to always provide a valid e-mail address for each participant so that the PP can reach the participant without any difficulty. Each participant will also receive a visa assistance letter which needs to be submitted together with the visa application, whenever a visa is needed.
5. Representatives of intergovernmental organizations, non-governmental organizations and the private sector that have not participated in one of the last two Plants Committee's meetings (see Annex) or that have changed their by-laws must request an invitation from the Chair through the Secretariat by e-mail at [registration@cites.org](mailto:registration@cites.org) at least 30 days before the meeting. The deadline is **20 June 2018**. In addition, they must attach the by-laws of their organizations, as well as information about the goals and the activities of their organization (mission statement) that are relevant to CITES. They must also send a *curriculum vitae* or information about their personal knowledge and expertise in science, nature conservation, or trade in and sustainable use of CITES species. They must also indicate to which agenda item they intend to contribute based on their expertise and knowledge, or give specific reasons why they would like to attend the forthcoming PC meeting.

### **Credentials and visas to Switzerland**

6. In accordance with Rule 8 of the Rules of Procedure of the Plants Committee, representatives of Parties, representatives of any State not a Party to the Convention and representatives of the United Nations, its Specialized Agencies, and the International Atomic Energy Agency 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.
7. The Secretariat reminds Parties and organizations that their representatives may require visas. A visa assistance letter will be sent automatically to all participants whose nomination has been validated. The Secretariat reminds Parties and organizations that such letters will be sent only after it has received an official nomination letter or email.

### **Financial assistance**

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

### **Hotel reservations**

9. All participants, including sponsored delegates, are requested to make their own hotel bookings: information about hotels can be found at the following link: <https://www.geneve.com/en/sleep/online-booking/>

### **Documentation**

10. Participants may submit working documents for discussion at the meeting in accordance with Rules 20 and 21 of the Rules of Procedure of the Plants Committee. These documents must be provided to the Secretariat at least 60 days before the meeting that is by **21 May 2018**. Documents received after this date cannot be translated. Documents submitted should not exceed 12 pages and use the template available at: <https://cites.org/eng/com/pc/index.php>.

11. Working documents for the meeting will be placed on the CITES website as they become available. Printed copies of all working documents available will be distributed to members and alternate members of the Plants Committee who request them. 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.
12. Documents may also be submitted at any time for information purposes in accordance with Rule 23 of the Rules of Procedure.