



## NOTIFICATION TO THE PARTIES

No. 2018/059

Geneva, 4 June 2018

CONCERNING:

### Seventieth meeting of the Standing Committee

#### Date and venue

1. The Secretariat hereby informs the Parties that the 70th meeting of the Standing Committee is scheduled to be held in Rosa Khutor, Sochi, Russian Federation, from **1 to 5 October 2018**. On the morning of the first day, there will be a meeting of the Finance and Budget Subcommittee of the Standing Committee. Both meetings will take place at the following address:

Rosa Hall Center  
6 Naberezhnaya Lavandy st. Estosadok village  
Krasnaya Polyana, SOCHI, 354392  
Russian Federation

#### Registration

2. Parties that are members of the Standing Committee are convened to attend its 70th meeting. Other Parties are invited to participate as observers.
3. Any body or agency technically qualified in protection, conservation or management of wild fauna and flora which is either an intergovernmental or a national governmental agency or body; or an international or national non-governmental agency or body, including a private sector entity, and which has informed the Secretariat of the Convention of its desire to be represented at the meeting by observers shall be permitted to be so represented in the meeting of the Standing Committee. Such bodies and agencies desiring to be represented at the meeting by observers shall submit the names of these observers to the Secretariat of the Convention at least 30 days before the meeting, i.e. **1 September 2018**, and provide evidence of the approval of the State in which it is located in the case of a national non-governmental body or agency; or evidence that it has a legal persona and an international character, and a relevant remit and programme of activities in the case of an international non-governmental body or agency, unless it has already been registered by the Secretariat. The Secretariat shall forward each request received and relevant information to the Chair for approval. **Therefore, organizations are urged to send their request as early 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 has been approved by the Chair.
4. All participants must register in advance for this meeting. Registration for the meeting will soon open online. **Early registration is highly recommended for participants who require an entry visa to the Russian Federation and for Committee members who are seeking financial support.**
5. For the second 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 the Standing Committee meeting; 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. 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 one week for Parties, i.e. **24 September 2018**, in accordance with Rule 5, para. 4 of the Rules of Procedure of the Standing Committee and thirty days prior to the meeting for organizations, i.e. by **1 September 2018** in accordance with Rule 4 of the Rules of Procedure of the Standing Committee.
- c) 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.

#### Financial assistance

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

#### Credentials

7. In accordance with Rule 5 of the Rules of Procedure of the Standing Committee, all participants will be required to present official credentials, which should preferably be submitted to the Secretariat at least one week in advance.

#### Hotel reservations and airport transfers

8. All participants, including sponsored delegates, are requested to make their own hotel bookings: information about hotels and the venue can be found at the following link: <http://cites2018.ru>. All accredited participants will be met at the airport as of 29 September 2018. A CITES information desk will be set up at the arrivals at Adler international airport, Sochi.

#### Visas

9. The Secretariat reminds Parties and organizations that their representatives may require visas for the Russian Federation. They may wish to submit a copy of this Notification together with their visa application. Each accredited participant will also automatically receive a visa assistance letter which needs to be submitted together with the visa application, whenever a visa is needed. Visas will be delivered **free of charge** by the Russian Federation's embassies and general consulates.

#### Documentation

10. The provisional agenda of the meeting of the Standing Committee is available on the CITES website at <https://cites.org/eng/com/sc/70/index.php>.
11. Parties, or observers at the request of the Chair, may submit working documents for discussion at the meeting in accordance with Rule 11 of the Rules of Procedure of the Standing Committee. Documents must be provided to the Secretariat at least 60 days before the meeting, i.e. by **2 August 2018**. Documents submitted should not exceed 12 pages. Documents for the meeting will be placed on the CITES website as they become available.