



NOTIFICATION TO THE PARTIES

No. 2018/101

Geneva, 21 December 2018

CONCERNING:

Eighteenth meeting of the Conference of the Parties

General information

1. Date, venue and registration

The 18th meeting of the Conference of the Parties (CoP18) will be held in Colombo, Sri Lanka, from 23 May to 3 June 2019. It will be held at the following address:

*Bandaranaike Memorial International Conference Hall
Baudhaloka Mawatha,
Colombo 07,
Sri Lanka*

Online registration will shortly be open to all participants. All Parties will receive soon a unique registration link sent to the email addresses of the Management Authorities listed in the [CITES online directory](#). All Observers registered for CoP17 will also receive a similar link.

The registration deadline is **Sunday 24 March 2019** for Observers (non-Parties, United Nations and its specialized agencies, intergovernmental organizations, non-governmental organizations and private sector). While there is no mandated deadline for Parties, nevertheless all delegates from Parties are strongly encouraged to also register before **Sunday 24 March 2019**.

Parties and Observers will find registration instructions in the Annex.

Enquiries about registration should be sent to registration@cites.org.

2. Credentials for Parties

Parties are reminded that, in accordance with Rule 5 of the Rules of Procedure of the Conference of the Parties, representatives of Parties must have been granted powers by a proper authority to represent the Party at a meeting. The Standing Committee has endorsed *Guidance for submission of credentials of representatives of Parties to CoP meetings*, which can be found on the [CITES website](#). Please note that all credentials must be issued by the Head of State, the Head of Government or the Minister of Foreign Affairs or an alternate signatory (in a temporary or acting capacity).

All credentials should be sent to registration@cites.org no later than **16 May 2019**. Originals can be delivered to the Secretariat at the meeting of the Conference of the Parties.

3. Registration and participation charges for Observers

All observer organizations other than the United Nations and its specialized agencies (i.e. intergovernmental organizations, non-governmental organizations and private sector) need to pay a participation charge of **USD 600 for the first participant and of USD 300 for each additional participant**. All payments need to

be made 30 days before the beginning of CoP18 by **Thursday 23 April 2019**, following the instructions provided by the Secretariat.

- International non-governmental organizations

In order to be registered by the Secretariat, any international non-governmental organization must demonstrate that it is:

- a) qualified in the protection, conservation or management of wild fauna and flora; and
- b) an organization in its own right, with a legal persona and an international character, remit and programme of activities.

Organizations that were registered as international non-governmental organizations at the 16th or 17th meeting of the Conference of the Parties (CoP16, Bangkok, 2013, and CoP17, Johannesburg, 2016) need not provide this information again.

Any international non-governmental organization that wishes to be represented at CoP18 but was not registered as such at CoP16 or CoP17 should send its request to the Secretariat, including the information to show that it meets the above criteria, **no later than Sunday 24 March 2019**.

- National non-governmental organizations and private sector entities

National non-governmental organizations and private sector entities are reminded that, in order to participate at CoP18, they must be approved in advance by the Management Authority of the State in which they are located or headquartered, in accordance with the provisions of Rule 4, paragraph 2 b), of the Rules of Procedure. The names of the representatives from these organizations and entities, and evidence of the approval of the Management Authority, must be submitted to the Secretariat by **Sunday 24 March 2019**, in accordance with Rule 4, paragraph 3 a), of the Rules of Procedure.

Enquiries about the above documentation and about participation charges should be sent to registration@cites.org.

4. Hotel reservations

Delegates, including sponsored delegates, are responsible for making their own hotel reservations and should do so as soon as possible.

Further details about hotels are provided on the host country's website for CoP18: <http://citescop18.gov.lk/>

5. Conference documentation

The Secretariat is exploring ways to make CoP18 a *papersmart* meeting. Access to meeting documents will be provided electronically at the venue.

6. Complementary information

Information about visas, reservations of office spaces and meeting rooms, side-events and exhibition spaces will be provided later.

How to Register Participants for CITES meetings

1. Log into the registration system using the unique link you have received in your email.

Subject: CONFIDENTIAL – Call for nominations for “AC30” and “PC24” meetings in Geneva, Switzerland.

Dear Madam/Sir,

Reference is made to *Notifications to the Parties No. 2018-XXX and 2018-XXX*

The Secretariat has the pleasure to inform you that the online registration is now open for the thirtieth meeting of the Animals Committee (AC30) from 16 to 21 July 2018 and for the twenty-fourth meeting of the Plants Committee (PC24) from 20-21 and 23-26 July, at the *Centre International de Conference (CICG)* in Geneva, Switzerland. On Friday 20 and Saturday 21 July 2018, the AC30/PC24 meetings will be held jointly

Step 1:

In your capacity as focal point, you are invited to nominate the official representative(s) of your Government or organization to either the AC30 meeting or the PC24 meeting or to both meetings, and provide their respective contact information through your exclusive link below:

<https://cites.org/eng/registration?key=oEYHHH4AapO8q9j3sa66n8xNQ5Wggh0s>

Step 2:

Please ensure that you send the official nomination letter, addressed to the Secretary-General, by e-mail as a scanned attachment to: registration@cites.org. Once the official letter is received, your nomination(s) will be validated and each member of the delegation will receive an individual “PRIORITY PASS” by e-mail, prior to their arrival at the meeting venue. It is important to always provide an e-mail address so that the Priority Pass can reach the participant without any difficulty.

PRIORITY PASS:

The “PRIORITY PASS” expedites the issuance of your conference badge at the registration counter. Please bring a hardcopy of this “PRIORITY PASS” to the registration counter and have your PASSPORT/PHOTO-ID ready for verification.

For any correction in the information outlined on your “PRIORITY PASS”, please mark the corrections on the hard copy and inform the registration counter prior to issuance of badge.

If you experience any difficulties or believe that you received this e-mail by mistake, please contact the Registration Team by e-mail at registration@cites.org.

This is an automated e-mail, please do not reply directly.

2. To begin click on [Add Participant »](#)

 Convention on International Trade in Endangered Species of Wild Fauna and Flora



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Registration

Organization Name

 Participants

#	Name	Division/Position	AC30 2018 Jul 16 to Jul 21	PC24 2018 Jul 20 to Jul 26	Priority Pass
1	Firstname Lastname	JobTitle Department	Registered	Registered	N/A

[Edit »](#)

[Add Participant »](#) 

3. PLEASE search by name of participants from your organization or use “*” to see the names of all those who have represented your organization in previous CITES meetings from 2016 onwards. This is an important step that will avoid any unnecessary data entry on your part.

Add a new participant

1. Search by name
Please enter the name or part of the name of the participant you want to nominate. The system will automatically search for any close match within your organization.

2. Select the participant you want to nominate - Matches (39)
Please select the participant you want to nominate. If you cannot find the participant you are looking for, please try again to search using a different part of the name. If the participant is not in the list, click on the "Create a new participant" button at the bottom of this window.



Name: **Smith, John**
Division:
Position:
Email:

3. Proceed with nomination
Please confirm the nomination of the selected person by pressing on "Proceed with nomination" or if not found, enter a new participant by pressing on "Create a new participant".

4. Or search by name (or partial name) of a specific person.

Add a new participant

1. Search by name
Please enter the name or part of the name of the participant you want to nominate. The system will automatically search for any close match within your organization.

john smith

2. Select the participant you want to nominate - Matches (1)
Please select the participant you want to nominate. If you cannot find the participant you are looking for, please try again to search using a different part of the name. If the participant is not in the list, click on the "Create a new participant" button at the bottom of this window.

Smith, John

5. Select the name of the participant you want to nominate then click on

[Proceed with nomination »](#)

, proceed to step 8 of this manual. If the name of the person you are looking for does not exist in

the system, click on

[Create a new participant »](#)

6. Please provide all the details of the participant. This is the information that will appear on the priority pass and list of participants.

When ready click on

Next »

Participant

Please enter the name or part of the name of the name of the participant you want to nominate. The system will automatically search for any close match within your organization.

Note that, once accreditation letter is received, first and last names cannot be modified online.

Title **First Name *** **Last Name ***
Mr. ▼ John Smith

Job Title

Director

Department, Division or Unit (within the organization)

Ozone Department

Email * **Phone** **Fax**
john.smith@123.com +2547275468

Secondary email address (CC) **Mobile / SMS** **Date of Birth**

Format: yyyy-mm-dd

Next »

Cancel

7. On the next screen, please review/edit/confirm your address. You may choose either to keep the organization's address or use a different one. This information will appear on the **priority pass** and **list of participants**. When ready click on

Next »

Participant

Organization
UNEP

Do you want to use the address of the organization?
Yes, use the address of the organization

Postal Address
UN Avenue

City
Nairobi

Country
Kenya

Province / State

Postal Code
00100

« Back **Next »** **Cancel**

8. Review the participant's information and confirm the meetings you are nominating him/her for by selecting from the dropdown menu. This information will appear on the **priority pass** and **list of participants**. When done, click on **Confirm Nomination »**

Participant

1. Please check the participant coordinates below. If needed, press on "Edit »" to modify the information.

John Smith
Montreal, Quebec H2Y 1N9
Canada

Phone:
Mobile:
Fax:
Email: john.smith@un.org

Edit »

2. Please select the meeting for which you want to nominate the participant and his/her respective role.

AC30

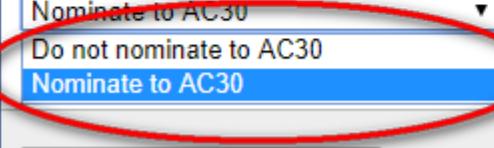
Nominate to AC30 ▼
Do not nominate to AC30
Nominate to AC30

PC24

Do not nominate to PC24 ▼

Click "n" to proceed.

Confirm Nomination » **Cancel**



9. The participant is now nominated. You can use the [Edit »](#) button to edit the nomination
and [Add Participant »](#) to nominate the next participant.

Registration

Organization Name

 Participants

#	Name	Division/Position	AC30 2018 Jul 16 to Jul 21	PC24 2018 Jul 20 to Jul 26	Priority Pass	
1	Firstname Lastname	JobTitle Department	Registered	Registered	N/A	Edit »
2	John Smith		Pending Accreditation	Pending Accreditation	N/A	Edit »
3	John Smith		Pending Accreditation	Pending Accreditation	N/A	Edit »

[Add Participant »](#)

10. You can track the status of the nomination from the main screen. The status will change from red “Pending Accreditation” to green “Registered” once the Secretariat has reviewed and confirmed your nomination. **All registered participants will receive the priority pass and the visa letter as soon as the CITES Secretariat receives an advanced copy of the letter of credentials. Participants will NOT be able to apply to visa without having provided an advanced copy of their letter of credentials.**

Registration

Organization Name

Participants

#	Name	Division/Position	AC30 2018 Jul 16 to Jul 21	PC24 2018 Jul 20 to Jul 26	Priority Pass	
1	Firstname Lastname	JobTitle Department	Registered	Registered	N/A	Edit »
2	John Smith		Pending Accreditation	Pending Accreditation	N/A	Edit »
3	John Smith		Pending Accreditation	Pending Accreditation	N/A	Edit »

[Add Participant »](#)

Should you have any question, please send an email to registration@cites.org