



## NOTIFICATION TO THE PARTIES

No. 2019/014

Geneva, 13 February 2019

CONCERNING:

### Eighteenth meeting of the Conference of the Parties

#### Updated logistical information

Further to Notification to the Parties No. 2018/101 of 21 December 2018.

#### 1. Registration

Participants are reminded that 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, they are nevertheless strongly encouraged to also register before **Sunday 24 March 2019**.

All Parties have received a unique registration link sent on 10 or 11 January 2019 to the email addresses of the Management Authorities listed in the [CITES online directory](#). All Observers registered for CoP17 have also receive a similar link on the same dates.

Please note that to obtain a priority pass and a letter of invitation for visa purposes, an advanced copy of the credentials has to be sent to [registration@cites.org](mailto:registration@cites.org).

Enquiries about registration should be sent to [registration@cites.org](mailto: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, in the case of a regional economic integration organization, by the competent authority of that organization.

All credentials should be sent to [registration@cites.org](mailto: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 **Tuesday 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](mailto: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. Visas

**Participants are responsible for obtaining their own visas and should do so as soon as possible.**

The Host Country has generously agreed to waive visa fees for all officially registered participants. Information on visa requirements are available at [here](#). After the Secretariat receives an advanced copy of the credentials, each participant on the letter of credentials will receive a priority pass, instructions on how to request a visa, a letter of invitation for visa purposes and a visa request form.

#### 6. Reservations of office space, meeting rooms and exhibition space

Reservations of office space, meeting rooms and exhibition space should be addressed to [cites2019@mbs.gov.lk](mailto:cites2019@mbs.gov.lk).

## 7. Side events

Side event organizers should sign in as a guest to access YAROOMS <https://cop18.yarooms.com> to check availability of space and send their electronic requests via this service. Side-event venue is provided free of charge by the organizers. To enquire about audio-visual equipment and catering, please send an e-mail at: [cites2019@mbs.gov.lk](mailto:cites2019@mbs.gov.lk). Requests to cancel a side event should be sent by e-mail from the registered contact person to [registration@cites.org](mailto:registration@cites.org) and copied to [cites2019@mbs.gov.lk](mailto:cites2019@mbs.gov.lk).

The deadline for side event booking is **5 April 2019**.

## 8. Conference documentation

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