

CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES
OF WILD FAUNA AND FLORA



Seventy-fourth meeting of the Standing Committee
Lyon (France), 7 - 11 March 2022

Administrative and financial matters

Arrangements for the 19th meeting of the Conference of the Parties (CoP19)

COP19 SPONSORED DELEGATES

1. This document has been prepared by the Secretariat.

Background

2. At its 18th meeting (Geneva, 2019), the Conference of the Parties adopted Decision 18.12 on the *Sponsored Delegates Project*:

18.12 Directed to the Secretariat

The Secretariat shall:

- a) *continue to apply clear selection criteria, taking into account the various possible options for the selection criteria and additional ways to prioritize beneficiary Parties, including the guidelines of the Development Assistance Committee of the Organization for Economic Cooperation and Development (OECD-DAC) and the prioritization of small island developing States and least developed countries;*
- b) *explore further the practical arrangements for the provision of support under the Sponsored Delegates Project for delegates attending the meetings of the Animals, Plants and Standing Committees; and*
- c) *bring any recommendations to the attention of the Standing Committee or the Conference of the Parties, as appropriate.*

Progress of implementation

3. The Sponsored Delegates Project for the upcoming 19th meeting of the Conference of the Parties was launched on 1 October 2021 through [Notification to the Parties No. 2021/057](#). A [dedicated page on the CITES website](#) was also updated and published on the same date. In line with Decision 18.12, paragraph a), the selection criteria have been clearly indicated on the website.
4. With regard to Decision 18.12, paragraph b), the Secretariat received a pledge letter from Sweden in early 2020 towards the financial support for delegates attending the Standing Committee meetings taking place

in 2020 or 2021. The offer has since been withdrawn due to the postponement of the Standing Committee meeting in 2020 and the convening of the 73rd meeting of the Standing Committee online.¹

5. The Secretariat wishes to inform the Standing Committee that the administration of the Sponsored Delegates Project represents a significant workload for the Secretariat. This involves, but is not limited to, the following tasks:
 - a) receiving pledges from potential donors, finalising the donor agreement with each of them, entering the funds in the financial system, and reporting as per donor requirements;
 - b) receiving requests from interested beneficiaries, cross-checking them against the CoP delegations list, determining their support in accordance with the selection criteria, and issuing confirmation and visa letters as appropriate;
 - c) processing the UN travel request procedure for each delegate, collecting passports and other documentation (e.g. banking information), registering them in the UN financial system, communicating with the delegates to adjust/finalize the travel itinerary, issuing tickets, troubleshooting problems of the delegates en route; and
 - d) Issuing and administering the pay cards at the CoP venue, collecting delegates tickets and boarding passes to complete the travel process, and processing any reimbursements/reversals of funds as necessary (particularly for cancelled delegates).
6. These tasks may become a heavier burden if the Sponsored Delegates Project is expanded to the meetings of the Standing Committee and of the Animals and Plants Committees. The Secretariat will continue to monitor any developments in the future and will report to the Conference of the Parties as appropriate.
7. The Secretariat will continue to report, at the beginning of each CoP meeting, on the results achieved by the Sponsored Delegates Project (amount of funding gathered, donors, beneficiaries, etc.) as per paragraph 12 of Resolution Conf. 17.3 on *Sponsored Delegates Project*.

Recommendations

8. The Secretariat invites the Standing Committee to take note of the present document and to recommend to the Conference of the Parties at its 19th meeting to consider Decision 18.12 to be fully implemented.

¹ *Contrary to what was originally stated, Sweden provided the funding, which has allowed the Secretariat to cover the costs of two delegates from each of the Parties concerned by Article XIII at the 74th meeting of the Standing Committee.*