

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



Seventeenth meeting of the Conference of the Parties
Johannesburg (South Africa), 24 September - 5 October 2016

Dear participants of the 17th Conference of the Parties to CITES,

As the start of the Conference is fast approaching, we wanted to share some essential logistical information with you. Kindly read this message carefully.

Arrival at the Sandton Convention Center

Upon landing at O.R. Tambo Airport, please follow the clearly marked CoP17 Fast-Track for immigration. A special Welcome Desk will also be available before the immigration counter to facilitate entry in South Africa.

We recommend you to take the Gautrain to reach the Convention Center. As you leave the International Zone (Meet & Greet area), follow the train sign on the right hand-side. Take the escalator (or elevator) to the Gautrain Gold Card distributor. You may purchase your Gautrain Gold Card (cash or by credit card) for ZAR15 (approx. USD1.10) and put credit on it. The price for a single way is ZAR151 (approx.USD11.20).

Trains depart every 20 minutes and it takes 25 minutes to reach the Sandton station, the Sandton Convention Center and hotels in the vicinity.

Collecting the badges and accreditation venue

The accreditation/registration area will be located in the Skywalk on Level 3 of the Sandton Convention Center.

Registration will start on Thursday, 22 September (from 8:00 to 18:00) with extended hours on 23 September (from 8:00 to 22:00). Registration will be available throughout the conference (daily from 8:00 to 18:00), until 5 October close of business.

Please bring your passport to identify yourself. For South African nationals, a valid ID or driver's license will be sufficient.

Once you have completed the steps relevant to your category (please see below), you can proceed to the South African Security Agency (SSA). The SSA agents will take a picture of you and hand you your badge. This badge will be valid for the entire duration of the conference. To ensure safety and security of the event, every participant has to collect their badge in person, no exceptions will be made.

Additional information for Parties

All signed original credentials should be handed to Secretariat staff at the assigned registration desk (as of 22 September 8:00), in an envelope that clearly indicates that it contains credentials. While one member can submit the letter for the whole delegation, **please keep in mind that everyone, even the Representatives, will have to collect their badge in person.**

The Standing Committee has endorsed the 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). The Credentials Committee will only recommend acceptance of credentials granting powers to the Representative, any Alternative Representative or Advisers of a Party if a signed original of the credentials has been submitted to the Secretariat. Copies, including scans and faxes of the original credentials, are not acceptable. The Credentials Committee is established during the first or second plenary session of each meeting of the Conference of the Parties. Therefore, the Credentials Committee cannot review the credentials submitted to the Secretariat until after the meeting has started. In the meantime, delegates who have submitted their credentials can participate provisionally in the meeting but not vote.

Additional information for Observers who still have registration fees (partial or full) to settle with the Secretariat

Those who have yet to pay registration fees, according to point 3 of the Notification to the Parties No. 2016/050, should stop at the relevant CITES registration desk with the exact amount in USD in cash. You received a message from Ms. Noemi Reyes about your balance, kindly double check it to avoid delays. It won't be possible for you to obtain your badge and thus to access the premises without having fully paid your fees.

Additional information for Observers who already have fully settled registration fees or are exempt from them

You can directly proceed to the South African Security Agency (SSA) with your passport to complete registration and obtain your badge.

Additional information for Visitors

You can directly proceed to the South African Security Agency (SSA) with your passport to complete registration and obtain your badge.

We remind you that Visitors cannot take the floor, will not be included in the list of participants and will be required to sit in the designated visitor area, which will be on a first-come-first-served basis as capacity may be limited.

Visitors can only apply to attend in their personal capacity, and their badge will list their name only without affiliation of any kind.

On-site registration

It will still be possible for Members of Party delegations and Visitors to register on-site. However we strongly encourage all participants to complete online registration ahead of the official start of the CoP to avoid long waiting times on-site.

Members of Party delegations should ensure that their names are reflected in the credentials submitted. Without this, they are still allowed to participate in the meetings, but won't have the right to vote.

Participants registering as Visitors are referred to the previous section on *Additional information for Visitors* on specific Dos and Don'ts of their category.

Working programme, documents and side events

You can find the working programme, documents, proposals and list of side events on the CoP17 website: <https://cites.org/cop17>.

You will also receive a separate message on the official CITES CoP17 App explaining how it works and its contents. The App will include all the information on meetings, rooms, working programme and documents, display the daily agenda and send you reminders about meetings and issues important to you.

List of participants

You can find a provisional list of participants as of 14 September here:
<https://cites.org/sites/default/files/eng/cop/17/CoP17ProvisionalList.pdf>

Distribution of documents during the Conference

Distribution of numbered information documents (Inf. Docs.) from Parties or the Secretariat

Parties can submit numbered information documents to be published on the CITES website at cop17documentation@cites.org.

Distribution of unnumbered documents from any Party, non-Party, IGO or observer representing any other organization, or the Secretariat in pigeon holes

Such documents are distributed in paper copy only and cannot be submitted via cop17documentation@cites.org

Please hand in the document to the person in charge of the pigeon hole area.

The author of the document must come with enough copies (at least 450 copies).

Parties and Observers submitting a document for distribution take full responsibility of its content.

Documents submitted by Parties and the Secretariat

- The document must clearly indicate who is submitting the document.
- These documents can have the CITES logo.
- These documents are distributed automatically.

Documents submitted by non-Parties, IGOs or observers representing any other organization

- These documents must clearly indicate who is submitting the document.
- These documents cannot have the CITES logo.

Participants are not allowed to put up posters anywhere, except in the exhibition area and in the meeting room where they are organizing a side-event. These posters should be taken down at the end of the side-event.

No document should be distributed inside official meeting rooms (Plenary, Committee I and Committee II).

Please do not hesitate to contact us, should you have urgent questions, but kindly bear in mind that we are in the final stretches of preparations before heading to Johannesburg, which might result in a delay in responding to you. Thank you for your patience.

We are looking forward to welcoming you at Sandton this week!

Kind regards,

The CITES Secretariat