

# Registration

## 1. Parties

### Registration

Online registration is open to all participants. All **Parties** will receive a unique registration link sent to the email addresses of the Management Authorities listed in the [CITES online directory](#).

There is no mandated deadline for Parties, all delegates from Parties are nevertheless strongly encouraged to also register before **Thursday 15 September 2022**.

As part of the registration process, Management Authorities are requested to send a nomination letter with the names and email addresses of their delegates. This does not replace in any way the credentials letter but is a way for the Secretariat to get official confirmation of the composition of the delegations. After receipt of this nomination letter, delegates will receive their priority pass and visa letter by email.

Enquiries about registration should be sent to [registration@cites.org](mailto:registration@cites.org).

### Credentials

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 [penelope.benn@cites.org](mailto:penelope.benn@cites.org) no later than **Monday 7 November 2022**. Originals can be delivered to the Secretariat at the meeting of the Conference of the Parties.

## 2. Observers

### Registration

Online registration is open to all participants. All **Observers** registered for CoP18 will receive a unique registration link.

The registration deadline is **Thursday 15 September 2022** for Observers (non-Parties, United Nations and its specialized agencies, intergovernmental organizations, non-governmental organizations and private sector).

As part of the registration process, Observers are requested to send a nomination letter with the names and email addresses of their delegates. This does not replace in any way the credentials letter but is a way for the Secretariat to get official confirmation of the composition of the delegations. After receipt of this nomination letter, delegates will receive their priority pass and visa letter by email.

Enquiries about registration should be sent to [registration@cites.org](mailto:registration@cites.org).

### **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 CoP19 by **Saturday 15 October 2022**, following the instructions provided by the Secretariat. For payment, please contact [noemi.reyes@cites.org](mailto:noemi.reyes@cites.org)

### **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 17th or 18th meeting of the Conference of the Parties (CoP17, Johannesburg, 2016; CoP18, Geneva, 2019) **do not need** to provide this information again.

Any international non-governmental organization that wishes to be represented at CoP19 but was not registered as such at CoP17 or CoP18 should send its request to the Secretariat, including the information to show that it meets the above criteria, **no later than Thursday 15 September 2022**.

### **National non-governmental organizations and private sector entities**

National non-governmental organizations and private sector entities are reminded that, in order to participate in CoP19, 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 **Thursday 15 September 2022**, 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).