

## **GUIDANCE FOR SUBMISSION OF CREDENTIALS OF REPRESENTATIVES OF PARTIES TO COP MEETINGS**

In addition to Rule 3 of the Rules of Procedure of the CoP, Parties may consider the following guidance:

**1. The signed original of the credentials, granting powers to the Representative, any Alternative Representative or Advisers of a Party, and the names of members of its delegation, must be submitted to the Secretariat.**

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.**

It is recommended that all signed original credentials, together with the list of names of members of the delegation, be submitted to the CITES Secretariat at the venue of the CoP meeting. Credentials should be handed to Secretariat staff at the registration desk, in an envelope which clearly indicates that it contains credentials.

Exceptionally, at the request of a Party, its signed original credentials may be submitted to the Secretariat office in Geneva.

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.

Parties are encouraged to submit a photocopy or a scanned or telefaxed copy of their signed original credentials to the Secretariat at least one week before the opening of the meeting, so that it can advise whether there are any potential problems with their acceptance by the Conference of the Parties. This might be done through one of the following methods:

In person:

Handed to the Secretariat in Geneva or at the venue of the meeting of the CoP

By email:

[penelope.benn@cites.org](mailto:penelope.benn@cites.org)

By postal service or courier:

CITES Secretariat  
Re: CoP Credentials  
Palais des Nations  
Avenue de la Paix 8-14  
CH-1211 Geneva 10  
Switzerland

**2. Credentials must be established on official stationery.**

The Credentials Committee will only recommend acceptance of credentials granting powers to the Representative, any Alternative Representative or Advisers of a Party if they are on official stationery with a letterhead that indicates the country and government office that has issued them.

**3. Credentials must be signed by an authorized signatory, and his/her name and title must be clearly shown.**

The Credentials Committee will only recommend acceptance of credentials granting powers to the Representative, any Alternative Representative or Advisers of a Party if they have been issued by a proper authority, i.e. the Head of State, the Head of Government or the Minister of Foreign Affairs. The name and title of the signatory must be clearly indicated in the credentials.

The Credentials Committee will recommend acceptance of credentials granting powers to the Representative, any Alternative Representative or Advisers of a Party if they are issued by an alternate signatory (in a temporary or acting capacity).

**4. Credentials must be submitted in, or be accompanied by a translation into, English, French or Spanish.**

The Credentials Committee will only recommend acceptance of credentials granting powers to a Representative, if they are submitted in, or accompanied by a translation into, one of the working languages of the Convention (English, French and Spanish).