



NOTIFICATION TO THE PARTIES

No. 2016/020

Geneva, 16 March 2016

CONCERNING:

Seventeenth meeting of the Conference of the Parties

General information

1. Date, venue and registration

The 17th meeting of the Conference of the Parties (CoP17) will be held in Johannesburg, South Africa, from 24 September to 5 October 2016. It will be held at the following address:

*Sandton Convention Centre
161 Maude Street, Sandton 2196,
Johannesburg,
South Africa*

Online registration is now open to all participants at <https://cites.org/eng/cop/17/registration.php>.

The registration deadline is **Wednesday 10 August 2016** 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 **Wednesday 10 August 2016**.

Enquiries about registration should be sent to cop17registration@cites.org.

2. Credentials for Parties

Parties are reminded that, in accordance with Rule 3 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 cop17credentials@cites.org no later than **17 September 2016**. Originals can be brought to the Conference and submitted at registration.

3. Registration and fees 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 the standard participation charge of **USD 600 for the first participant and of USD 300 for each additional participant by Thursday 25 August 2016**. All payments need to be made 30 days before the beginning of CoP17, 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 organizations at the 15th or 16th meeting of the Conference of the Parties (CoP15, Doha, 2010, and CoP16, Bangkok, 2013) need not provide this information again.

Any international non-governmental organization that wishes to be represented at CoP17 but was not registered at CoP15 or CoP16 should send its request to the Secretariat, including the information to show that it meets the above criteria, **no later than Wednesday 10 August 2016**.

- National non-governmental organizations and private sector entities

National non-governmental organizations and private sector entities are reminded that, in order to participate, 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 2, paragraph 2 b), of the Rules of Procedure. The names of the representatives from these organizations and businesses, and evidence of the approval of the Management Authority, must be submitted to the Secretariat by **Wednesday 10 August 2016**, in accordance with Rule 3, paragraph 5, of the Rules of Procedure.

Enquiries about documentation and fees should be sent to cop17registration@cites.org.

4. Hotel reservations

Delegates are responsible for making their own hotel reservations and should do so as soon as possible.

Further details about hotels will be provided later on the CITES website.

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:

<http://www.dha.gov.za/index.php/immigration-services/apply-for-a-south-african-visa>.

6. Reservations of office space

Reservations of office space at the Sandton Convention Centre should be addressed to Janine Baltensperger, Events Manager, Sandton Convention Centre. Email: Conventions@Joburgtourism.com.

7. Meeting rooms

Parties wishing to book meeting rooms at the Sandton Convention Centre should contact the CITES Secretariat at cop17sideevents@cites.org

All other participants wishing to book meeting rooms should contact Janine Baltensperger, Events Manager, Sandton Convention Centre. Email: Conventions@Joburgtourism.com.

8. Exhibition space

All enquiries about the reservation of exhibition space at the Sandton Convention Centre should be addressed to Trevor Mochaki (Trevor@ThebeReed.co.za).

9. Side events

All enquiries about the reservation for space for side events at the Sandton Convention Centre should be addressed to the CITES Secretariat cop17sideevents@cites.org preferably before **10 August 2016**.

10. Conference documentation

In response to queries from Parties, the Secretariat has modified its procedure for the acceptance of documents and proposals to amend Appendices I and II.

- a) Documents must be submitted by either:
 - i) the Management Authority that, in accordance with Article IX, paragraph 2 or 3, of the Convention, has been designated as authorized to communicate with other Parties and with the Secretariat (the main Management Authority if there are several); or
 - ii) the Ministry of Foreign Affairs
- b) Documents and amendment proposals submitted by any other authority can not be accepted;
- c) The Secretariat will acknowledge receipt and formally register documents and proposals as having been received for the meeting when it is satisfied that that they have been submitted either in paper or electronic form by one of the authorities mentioned in paragraphs a) i) or ii) above. It is for Parties to ensure that the submission has been correctly delivered to the Secretariat.
- d) In cases where two or more Parties are jointly submitting an amendment proposal or a working document, a submission before the deadline is required from each of the Parties concerned in order for their names to be recorded as proponents.

All documents related to CoP17 sent electronically should be sent to cop17documentation@cites.org. The documents of the meeting are being posted on the CITES website as they become available.

The Secretariat wishes to remind Parties that the deadline for submission of working documents and proposals for amending the Appendices is **Wednesday 27 April 2016**.

11. The Secretariat is exploring ways to make CoP17 a *papersmart* meeting. Unless the CITES Secretariat receives a specific request at cop17documentation@cites.org by **Thursday 25 August 2016**, the Secretariat will assume that delegations and organizations that have not made such a request by that date will not need any printed copies of the documents, and thanks them for their contribution to minimizing the environmental impact of the meeting.