



NOTIFICATION TO THE PARTIES

No. 2016/050

Geneva, 19 July 2016

CONCERNING:

Seventeenth meeting of the Conference of the Parties

Updated logistical information

Further to Notification to the Parties No. 2016/020 of 16 March 2016.

1. Registration

Participants are reminded that 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**.

Registration can be done at <https://cites.org/eng/cop/17/registration.php>. 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 must 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

All delegates, including sponsored delegates, are responsible for making their own hotel reservations and should do so as soon as possible.

Further details about hotels can be found on the CITES CoP17 web portal at <https://cites.org/cop17>.

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 Keliana Management Company at info@emoyeni.co.za

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 Keliana Management Company at info@emoyeni.co.za

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

Side event organizers should sign in as a guest to access YAROOMS <https://cop17.yarooms.com/ie> to check availability of space and send their electronic requests via this service. Side-event venue is provided free of charge by the organizers. To enquire about audio-visual equipment, please send an e-mail at: ivtm.scc@inhousevtm.com . Specific IT requests should be addressed to Keliana Management Company at info@emoyeni.co.za. Requests to cancel a side event should be sent by e-mail from the registered contact person to cop17sideevents@cites.org and copied to info@emoyeni.co.za

All enquiries about catering services should be sent directly by the side event organizers to Keliana Management Company at info@emoyeni.co.za. Whenever a side event is cancelled and a catering “order form” has been signed, failing to inform the catering services will entail penalties. Side-event organizers who have already sent their side event request forms requesting catering services **must re-send** their catering “order forms” to info@emoyeni.co.za directly.

The deadline for side event booking is **10 August 2016**.

10. Documentation

The Secretariat will be making CoP17 a *papersmart* meeting. Unless it 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.

Prior and during the meeting, Parties wishing to submit an information document should send an email at cop17documentation@cites.org (not to individual staff members and not at info@cites.org).