



## NOTIFICATION TO THE PARTIES

No. 2017/027

Geneva, 31 March 2017

CONCERNING:

### Twenty-third meeting of the Plants Committee

#### Date and venue

1. The Secretariat hereby informs Parties that the 23rd meeting of the Plants Committee will be held on **Saturday 22 July 2017** and **from Monday 24 July to Thursday 27 July to**. On Saturday 22 July, the meeting will be held jointly with the 29th meeting of the Animals Committee. The meetings will take place at the following address:

Centre International de Conférences (CICG)  
Rue de Varembe 17  
CH-1211 GENEVA 20  
Switzerland

2. The provisional agenda of the meeting is available on the CITES website at: <http://www.cites.org/eng/com/pc/23/index.php>. Parties interested in knowing more about the subjects for discussion may contact either the Secretariat or the Chair directly at the following address:

Ms. Adrienne Sinclair  
Chair  
Canadian Wildlife Service  
Environment and Climate Change Canada  
351 St. Joseph Blvd  
GATINEAU, QUEBEC K1A 0H3  
Canada

Tel: +1 (819) 938 39 59  
Fax: +1 (819) 938 39 84  
Email: [adrienne.sinclair@canada.ca](mailto:adrienne.sinclair@canada.ca)

#### Registration

3. All observers must register **by 18 June 2017** by filling in the online *Registration form* available under the PC23 section on the CITES website (<https://cites.org/eng/com/pc/index.php>) or returning the annexed form to the Secretariat.
4. In addition, observers from intergovernmental, non-governmental organizations and the private sector must request an invitation from the Chair through the Secretariat (see the attached *Procedure for the admission of observers from organizations and the private sector to meetings of the Plants Committee* and *Invitation request for organizations and the private sector*). Observers from organizations and the private sector are urged to request an invitation as early as possible before the registration deadline.

### Credentials

6. In accordance with Rule 8 of the Rules of Procedure of the Plants Committee, representatives of Parties, representatives of any State not a Party to the Convention and representatives of the United Nations, its Specialized Agencies, and the International Atomic Energy Agency will be required to present official credentials, which may be submitted to the Secretariat in advance or on the first day of attendance at the meeting.
7. For representatives of intergovernmental or non-governmental organizations and of the private sector, the invitation by the Chair serves as credentials.

### Financial assistance

8. The Secretariat is unable to provide any financial assistance for participants other than members of the Plants Committee from developing countries.

### Hotel reservations

9. The Secretariat will make the hotel bookings for members of the Plants Committee whom it sponsors.
10. For all other participants, information about hotels can be found at the following link:  
<https://www.geneve.com/en/sleep/online-booking/>

### Visa procedure for PC participants

11. The Secretariat reminds Parties and organizations that their representatives may require visas. They may wish to submit a copy of this Notification to the Parties together with their visa applications. In addition, Parties who require a letter from the Secretariat to assist them in obtaining an entry visa for Switzerland should send their request well in advance, providing detailed information about their travel to Geneva.

### Documentation

12. Participants may submit documents for discussion at the meeting in accordance with Rules 20 and 21 of the Rules of Procedure of the Plants Committee. Documents must be provided to the Secretariat at least 60 days before the meeting that is by **23 May 2017**. Documents received after this date cannot be translated. Documents submitted should not exceed 12 pages.
13. Documents for the meeting will be placed on the CITES website as they become available. Printed copies of all documents available will be distributed to members and alternate members of the Plants Committee who request them. The Secretariat will also provide copies by post or by email to any pre-registered representative of a Party who requests them in advance. Requests should be sent to [info@cites.org](mailto:info@cites.org). However, in order to make savings on printing costs, the Secretariat will not distribute sets of documents at the meeting. Consequently, all participants are requested to bring their own set.