



NOTIFICATION TO THE PARTIES

No. 2017/055

Geneva, 3 August 2017

CONCERNING:

Sixty-ninth meeting of the Standing Committee

Date and venue

1. The Secretariat hereby informs the Parties that the 69th meeting of the Standing Committee is scheduled to be held in Geneva, Switzerland, from **27 November to 1 December 2017**. On the morning of the first day, there will be a meeting of the Finance and Budget Subcommittee of the Standing Committee. Both meetings will take place at the following address:

Centre International de Conférences Genève (CICG)
17, rue de Varembe
CH-1211 GENEVA 20
Switzerland

Registration

2. Parties that are members of the Standing Committee are convened to attend its 69th meeting. Other Parties are invited to participate as observers.
3. Participants are requested to use the online registration form available at:
<https://cites.org/eng/com/sc/69/registration.php>.
4. Rule 6, paragraph 1, of the Rules of Procedure of the Standing Committee provides that the Chair may invite any body or agency to be represented at a meeting of the Committee by observers. In accordance with paragraph 2 of the same Rule, any body or agency wishing to receive an invitation must submit the Registration form to the Secretariat at least 30 days before the meeting, that is by **28 October 2017**, together with relevant information with regard to its technical qualifications and approval of the State in which it is located. The Secretariat will forward requests to attend the meeting and the relevant information to the Chair and the members of the Committee. Therefore, organizations are urged to send their request as early as possible and not wait until the deadline. Organizations wishing to be represented at the meeting by observers are advised not to make travel arrangements until their participation has been approved by the Chair.

Financial assistance

5. The Secretariat is unable to provide any financial assistance for participants other than representatives of developing countries that are members of the Standing Committee.

Credentials

6. In accordance with Rules 7 and 8 of the Rules of Procedure of the Standing Committee, all participants will be required to present official credentials, which should preferably be submitted to the Secretariat at least one week in advance.

Hotel reservations

7. All participants, including sponsored delegates, are requested to make their hotel bookings: information about hotels can be found at the following link: <https://www.geneve.com/en/sleep/online-booking>.

Visas

8. The Secretariat reminds Parties and organizations that their representatives may require visas. They may wish to submit a copy of this Notification together with their visa application. In addition, pre-registered participants 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 and advance copies of their letters of credentials.

Documentation

9. The provisional agenda of the meeting of the Standing Committee is available on the CITES website (<https://cites.org/eng/com/sc/69/index.php>).
10. Parties, or observers at the request of the Chair, may submit documents for discussion at the meeting in accordance with Rule 20 of the Rules of Procedure of the Standing Committee. Documents must be provided to the Secretariat at least 60 days before the meeting, i.e. by **28 September 2017**. Documents submitted should not exceed 12 pages.
11. Documents for the meeting will be placed on the CITES website as they become available. Printed copies of all documents available will be sent to members and alternate members of the Standing Committee who request them. The Secretariat will also provide copies by email to any pre-registered representative of a Party who requests them. However, in order to avoid additional printing costs, the Secretariat will not distribute sets of documents at the meeting. Consequently, all participants are requested to bring their own set.