



NOTIFICATION TO THE PARTIES

No. 2021/021

Geneva, 24 February 2021

CONCERNING:

Seventy-third meeting of the Standing Committee

Date

1. On behalf of the Chair of the Standing Committee, the Secretariat hereby informs the Parties that the 73rd meeting of the Standing Committee is scheduled to be held online from **5 to 7 May 2021**. Information on the platform chosen will be communicated by email at a later date to registered participants. The meeting will additionally be live streamed on the CITES YouTube Channel.
2. The provisional agenda of the meeting will soon be available on the CITES website at: <https://cites.org/eng/com/sc/73/index.php>.
3. The Chair of the Standing Committee is convening the meeting after [informal discussions](#) with the Members on 12 January during which the need to ensure that all decisions taken by the Standing Committee should be seen as transparent and legitimate was emphasized. The Chair aims to include the active participation of registered observer Parties and organizations in the meeting, to the extent that time permits.

Registration

4. Parties that are Members of the Standing Committee are convened to attend its 73rd meeting. Other Parties are invited to participate as observers. **In view of the online nature of the meeting, early registration is highly recommended for participants.**
5. All participants must register in advance for this meeting. Registration for the meeting will soon open online.
6. The Standing Committee will convene only for three hours every day and, due to time constraints, the number of spoken interventions may need to be limited. The Secretariat encourages observers to coordinate their interventions prior to the meeting where possible. Furthermore, due to financial constraints, registration, giving the possibility to speak if called by the Chair, will be limited to one participant per observer organizations and two participants per observer Parties. These limits do not apply to Committee Members. The meeting will additionally be live streamed on the CITES YouTube Channel.
7. For Members, observer Parties, States not a Party to the Convention and representatives of the United Nations, its Specialized Agencies, and the International Atomic Energy Agency, as well as organizations that have been accredited to attend either of the last two meetings of the Standing Committee (see Annex), the registration will take place as follows:
 - a) **Registration:** CITES focal points (Management Authorities and a focal person for observer organizations) are invited to register the official representative(s) of their Governments or organizations to this meeting and provide their respective contact information. An exclusive registration link will be sent to all focal points. Using the exclusive registration link, focal points must enter the contact details of the persons representing their Government or organization.

- b) **Nomination:** Focal points must send an official nomination letter from their Governments or organizations addressed to the Secretary-General by e-mail at registration@cites.org. The deadline for nomination is seven days prior to the meeting for participants from Parties, i.e. by **28 April 2021**, in accordance with Rule 2 of the Rules of Procedure of the Standing Committee and **5 April 2021** for all other participants in accordance with Rules 3 and 4.2 of the Rules of Procedure of the Standing Committee.
- c) **Confirmation of registration:** Once the official nomination letters are received, the nominations will be validated and each participant will receive an automated individual confirmation of registration named "PRIORITY PASS" (PP) by e-mail. They will also receive instructions on how to connect to the online meeting platform. Upon registration, it is important to provide a valid e-mail address for each participant so that the PP can reach the participant without any difficulty.
8. Any body or agency technically qualified in protection, conservation or management of wild fauna and flora which is either an intergovernmental or a national governmental agency or body; or an international or national non-governmental agency or body, including a private sector entity, that has not been accredited to attend either of the last two meetings of the Standing Committee but which has informed the Secretariat of its desire to be represented at the meeting should submit the name of their observer to the Secretariat at least 30 days before the meeting, i.e. by **5 April 2021**, and provide evidence of the approval of the State in which it is located in the case of a national non-governmental body or agency; or evidence that it has a legal persona and an international character, and a relevant remit and programme of activities in the case of an international non-governmental body or agency. The Secretariat will forward each request received and relevant information to the Chair for approval. **Therefore, organizations are urged to send their request as early as possible and not wait until the deadline.**

Registration fees

9. The Secretariat is consulting the Standing Committee's Finance and Budget Subcommittee as to whether and how the participation charge for all observer organizations other than the United Nations and its specialized agencies mandated in paragraph 26 of Resolution Conf. 18.1 on *Financing and the costed programme of work for the Secretariat for the triennium 2020-2022* apply to online Committee meetings.

Credentials

10. In accordance with Rule 5 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.

Documentation

11. Parties, or observers at the request of the Chair, may submit working documents for discussion at the meeting in accordance with Rule 11 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 **6 March 2021**. Documents submitted should not exceed 12 pages. Documents for the meeting will be placed on the CITES website as they become available.