



NOTIFICATION TO THE PARTIES

No. 2021/028

Geneva, 25 March 2021

CONCERNING:

Seventy-third meeting of the Standing Committee:
Logistics note

1. The 73rd meeting of the Standing Committee will take place online from 5 to 7 May 2021 from 12.30pm to 3.30pm (CET / Geneva time). This is the first time that a CITES Committee is organizing one of its regular meetings online and logistics for the meeting have to be changed slightly to adapt to this new setting.
2. The meeting will take place on the KUDO platform with interpretation in English, French and Spanish and will be streamed live in all three languages on the CITES YouTube Channel.

Number of delegates able to speak during the meeting

3. All delegates from Standing Committee Member Parties and all observers who meet the conditions (in Rules 2, 3 and 4 of the Rules of Procedure) to participate in the meeting may register and will be shown in the list of participants. However, in order to allow for maximum participation while facilitating the efficient and effective running of meeting within the time available, the following will be applied:
 - a) For Standing Committee Members, there is no limit to the number of delegates able to speak during the meeting.
 - b) For **observer Parties**, there will be a limit of four delegates with the ability to speak. Each Party can include more than four delegates in their letter of credentials, and all will be included in the participant list provided they have met the conditions in Rule 2 of the Rules of Procedure. But only four delegates will have the ability to speak. The letter of credentials should specify which delegates will be speaking. For those Parties that have already registered and sent letters of credentials, the Secretariat will reach out to them by email in order to identify the delegates who will be speaking.
 - c) For **non-Party observers, United Nations agencies and IGO and NGO observer organizations including the private sector**, there is a limit of two delegates with the ability to speak. They can include more than two delegates in their nomination letter, and all will be included in the participant list provided they have met the conditions in Rule 3 and 4 of the Rules of Procedure. But only two delegates will have the ability to speak. The nomination letter should specify which delegates will be speaking. For those non-Party observers and observer organizations that have already registered and sent nomination letters, the Secretariat will reach out to them by email in order to identify the delegates who will be speaking.
4. Those observer Parties and organizations that have already registered fewer than 4 or 2 delegates, respectively, will receive an email from the Secretariat inviting them to increase the number of delegates and to select the 4 or 2 delegates who will be speaking during the meeting. Those observer Parties and observer organizations that have registered more than 4 and 2 delegates, respectively, will receive an email from the Secretariat inviting them to select the 4 or 2 delegates who will be speaking during the meeting.

5. Letters of credentials for observer Parties and nomination letters for observer organizations should clearly indicate which delegates (4 for observer Parties and 2 for observer organizations) will be speaking during the meeting.

Participation charges for observer organizations

6. Speaking observers from non-UN bodies or agencies technically qualified in protection, conservation or management of wild fauna and flora are liable for the participation charges foreseen in Resolution Conf. 18.1 on *Financing and the costed programme of work for the Secretariat for the triennium 2020-2022*. The Finance and Budget Subcommittee has agreed to exceptionally reduce the participation charge to USD 50, noting that this should not be considered as a precedent. The Secretariat is grateful to Switzerland for their generous offer to cover participation charges up to USD 15,000 for the 73rd meeting of the Standing Committee, the 31st meeting of the Animals Committee and the 25th meeting of the Plants Committee. This has allowed the Secretariat to increase from one to two speakers per observer organization for SC73.
7. The meeting will be live streamed (free of charge) in English, French and Spanish via the CITES YouTube channel. All non-speaking registered participants will be able to follow the meeting without the possibility of intervening during the meeting. There will be no registration fees for non-speaking registered observers from non-UN bodies or agencies technically qualified in protection, conservation or management of wild fauna and flora.

Reminder about registration deadlines

8. The Secretariat reminds UN agencies and observer bodies or agencies technically qualified in protection, conservation or management of wild fauna and flora that, according to Rules 3 and 4 of the Rules of Procedure, they need to register by **5 April 2021 at the latest**.
9. The Secretariat reminds observer Parties that, according to Rule 2 of the Rules of Procedure, they need to register by **28 April 2021 at the latest**.

Information about KUDO and training sessions prior to the actual meeting

10. The meeting will be held on the online platform KUDO. A technical guide on KUDO will be sent to all participants in the week prior to the meeting.
11. Participants who may be speaking are kindly requested to respect the following naming convention when logging into the KUDO platform: COUNTRY or ORGANIZATION – Name, indicating the Member, Party or agency or body that they represent and then their first name and last name. For example: “CONGO – Jean Bosco Nganongo” or “UNEP-WCMC – Kelly Malsch”. It may be difficult for participants to be called to speak if they cannot be clearly identified using the naming convention outlined above.
12. During the week of 26-30 April 2021, the Secretariat will organize five training sessions for participants who may be speaking. They will be organized at different times to accommodate different time zones. The details of the training sessions (date, time and links) will be communicated to registered participants by email. The training sessions are open to all and will focus on testing each participant’s internet connection, microphone and camera in order to ensure that they will be able to take the floor during the meeting. **Participants can also test their connection and computer setup at any time by clicking on the following link:** <https://live.kudoway.com/test>.
13. The KUDO link and password to the 73rd meeting of the Standing Committee will be communicated by email sent from registration@cites.org to all registered participants who will be able to speak on Monday 3 May 2021. This link should not be shared beyond those delegates who have been designated as speakers in their letters of credentials and nomination letters. Please make sure that this email address is not considered as spam by your email provider.

Submission of interventions in written form for the interpreters

14. The Secretariat has always encouraged speakers to share their interventions with the interpreters in order to ensure the accuracy of the interpretation. Considering that the interpreters will be working remotely, it is even more important to share written interventions prior to the meeting if at all feasible. Speakers who intend to take the floor on specific agenda items (see <https://cites.org/eng/com/sc/73/index.php> for the agenda) are invited to send their interventions as early as possible to info@cites.org.