



## NOTIFICATION TO THE PARTIES

No. 2021/034

Geneva, 27 April 2021

CONCERNING:

Thirty-first meeting of the Animals Committee (AC) and  
twenty-fifth meeting of the Plants Committee (PC):  
Registration, documentation and logistics note

1. The 31st meeting of the Animals Committee (AC31) and the 25th meeting of the Plants Committee (PC25), including two joint sessions of both Committees, will take place online from 12.30 to 15.30 (CET / Geneva time) on the following dates:

AC31	31 May - 1 June 2021
PC25	2 - 3 June 2021
AC31/PC25	4 June 2021
Break for in-session working groups	5 - 18 June 2021
AC31/PC25 resumed	21 June 2021
AC31 resumed	22 June 2021
PC25 resumed	23 June 2021
AC31 or PC25 resumed	24 June 2021 (contingency)

2. The meetings 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.

### Registration

3. All participants must register in advance separately for each meeting. Registering for either Committee meeting implies automatic registration for the joint sessions of both Committees. Participants that previously registered for the meetings scheduled to take place in 2020 will need to re-register. Registration for the meetings is now open and focal points of Parties and observers should have received an exclusive link for online registration by email. Any question about registration should be sent to [registration@cites.org](mailto:registration@cites.org).

### Registration deadlines

4. 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 **1 May 2021** for AC31 and **3 May 2021** for PC25.
5. The Secretariat reminds observer Parties that, according to Rule 2 of the Rules of Procedure, they need to register by **24 May 2021** for AC31 and **26 May 2021** for PC25.

### **Interventions from delegates during the meetings**

6. All Parties and observers who meet the conditions in Rules 2, 3 or 4 of the Rules of Procedure of the [Animals](#) or [Plants](#) Committee to participate in the meeting may register. All those registered 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 limited time available, the following will be applied:
  - a) 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.
  - b) 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.
  - c) The number of interventions to be allowed on an individual agenda item will be at the discretion of the AC or PC Chair but may have to be further restricted due to time constraints. In line with Rule 14, paragraph 6, of the AC/PC Rules of Procedure, the Committees may also agree to proposals from the Chairs to limit the time to be allowed to each speaker, indicated to be maximum 5 minutes per intervention for Committee Members, 4 minutes for Parties and 3 minutes for observers.

### **Conduct of the meetings**

7. Introductions to agenda items will remain limited as it will be presumed that participants are familiar with the documentation ahead of the meetings. The focus of the meetings will be on outcomes and recommendations. To facilitate the work of the Committees and assist the participants, an annotated agenda will be provided in advance.
8. The working programme for the meetings will be as follows:
  - Week 1 (31 May – 4 June, 2021) will consist of a 2-days meeting of the Animals Committee, a 2-days meeting of the Plants Committee and 1 day of joint meetings of the AC and PC.
  - During weeks 2 and 3 (7 – 18 June 2021), there will be no plenary sessions of the Committees; any in-session working groups established by the Committees during the first week can deliberate and produce reports. These reports will be translated and circulated before being presented for consideration to the relevant Committee(s) when reconvening during week 4 (21-24 June 2021).
  - Week 4 is scheduled to be a 1-day joint meeting of AC and PC, a 1-day meeting of AC and a 1-day meeting of PC. A contingency day has been scheduled for 24 June if one of the Committees needs additional time to complete its work. Week 4 will also be an opportunity to address any items that had not been dealt with in week 1, and adopt any executive summaries that may be available.

### **Participation charges for observer organizations**

9. 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, AC31 and PC25.

10. The meeting will be live streamed (free of charge) in English, French and Spanish on the CITES YouTube channel. All non-speaking registered participants will be able to follow the meeting but 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.

### **Documentation**

11. Documents prepared for the AC and PC meetings that were scheduled to take place in July 2020 remain relevant for the online meetings in 2021. Where there has been progress since those documents were published, this will be reported on in the form of addenda, with revised recommendations as appropriate for consideration by the relevant Committee. Where there is no addendum, the recommendations in the original AC31 or PC25 documents will be discussed. As this will be the only meeting of the Animals and Plants Committees between CoP18 and CoP19, and in an effort to complete as much of the Committees' mandates as possible, some documents may on an exceptional basis have to be submitted late.
12. It should be noted that the selection of new species/country combinations for review under Resolution Conf. 12.8 (Rev. CoP18) on *Review of Significant Trade in specimens of Appendix-II species* and Resolution Conf. 17.7 (Rev. CoP18) on *Review of trade in animal specimens reported as produced in captivity* will be postponed until the first regular meeting of the Committees after the 19th meeting of the Conference of the Parties. This will affect the following agenda items: AC31 agenda items 13.4, 19.1 and 19.2; and PC agenda item 15.4.

### **Information about KUDO and training sessions prior to the actual meeting**

13. 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.
14. Participants – other than the Members of the two Committees - 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 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.
15. During the week of 25-28 May 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>.
16. The KUDO links and passwords to AC31 and PC25 will be communicated by email sent from [registration@cites.org](mailto:registration@cites.org) to all registered participants who will be able to speak on Friday 28 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**

17. 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/ac/31/index.php> for the AC31 agenda and <https://cites.org/eng/com/pc/25/index.php> for the PC25 agenda) are invited to send their interventions as early as possible to [info@cites.org](mailto:info@cites.org).