



## NOTIFICATION TO THE PARTIES

No. 2021/055

Geneva, 15 September 2021

CONCERNING:

### Nineteenth meeting of the Conference of the Parties

1. The 19th meeting of the Conference of the Parties (CoP19) is scheduled to be held in Panama City, Republic of Panama, from 14 to 25 November 2022 at the following address:

[Panama Convention Center](#)  
Calle Gral. Juan D. Peron,  
Ciudad de Panamá, Panamá

2. In accordance with the provisions of Resolution Conf. 4.6 (Rev. CoP18) on *Submission of draft resolutions and other documents for meetings of the Conference of the Parties*, the text of any draft resolution, draft decision or other document submitted for consideration at the 19th meeting of the Conference of the Parties should be communicated to the Secretariat at least 150 days before the meeting, i.e. by **Friday 17 June 2022**.
3. In accordance with the provisions of Article XV, paragraph 1, of the Convention, any Party may propose an amendment to Appendix I or II for consideration at CoP19. The text of the proposed amendment shall be communicated to the Secretariat at least 150 days before the meeting, i.e. by **Friday 17 June 2022**. The amendment proposals and supporting statement should be based on the criteria adopted in Resolution Conf. 9.24 (Rev. CoP17) on *Criteria for amendment of Appendices I and II* and, where appropriate, be presented in the format provided in Annex 6 of that Resolution. For those proposals which include an annotation to the Appendices, the amendment proposals and supporting statement should follow the guidance provided in Resolution Conf. 11.21 (Rev. CoP18) on *Use of annotations in Appendices I and II*.
4. However, if a Party intends to submit a proposal to amend Appendix I or II that concerns a species or a population of a species that occurs partly or totally outside of the territory under its jurisdiction, and if it does not intend to consult the other range States before the submission of its proposal, the Party, in accordance with Resolution Conf. 8.21 (Rev. CoP16) on *Consultation with range States on proposals to amend Appendices I and II*, should submit its proposal to the Secretariat at least 330 days before the meeting, i.e. by **Sunday 19 December 2021**.
5. Additionally, any amendment proposal made in accordance with the provisions of Resolution Conf. 11.16 (Rev. CoP15), on *Ranching and trade in ranched specimens of species transferred from Appendix I to Appendix II*, should be received by the Secretariat at least 330 days before the meeting, i.e. by **Sunday 19 December 2021**.
6. The Secretariat reminds Parties that the Conference of the Parties has recommended in Resolution Conf. 4.6 (Rev. CoP18) that, as a general rule, documents submitted for consideration should not exceed 12 pages in length and decided that any draft resolution or decision that has budgetary or workload implications for the Secretariat or permanent committees must contain a budget for the work involved and an indication of the source of funding. Moreover, the Standing Committee has agreed that the Secretariat should ask any Party that submits a document longer than 12 pages to provide it in the three working languages of the Convention.

7. The Secretariat further reminds Parties that the Animals and Plants Committee shall, upon request by Parties, provide advice related to scientific, technical and nomenclatural aspects of proposals to amend the Appendices.
8. In order to avoid problems of communication, the Secretariat wishes to stress the following in relation to the submission of documents:
  - a) Documents must be submitted by either:
    - i) the Management Authority that, in accordance with Article IX, paragraph 2 or 3, of the Convention, has been designated as authorized to communicate with the Secretariat (the main Management Authority if there are several), using an email found in the [CITES Directory](#) ; or
    - ii) the Ministry of Foreign Affairs.
  - b) Documents and amendment proposals submitted by any other authority cannot be accepted.
  - c) The Secretariat will formally register documents and amendment proposals as having been received for the consideration of the meeting only when it receives a signed letter with the documents, specifying what has been submitted, and sent to [info@cites.org](mailto:info@cites.org) by the deadlines specified above.
  - d) In order to assist processing of the meeting documentation, Parties are requested to send copies of all documents and amendment proposals in Word format to the Secretariat ([info@cites.org](mailto:info@cites.org)).
  - e) In cases where two or more Parties are jointly submitting an amendment proposal or any other document, each Party concerned must provide a letter of submission signed in accordance with paragraph 8 a) above to the Secretariat before the deadline to be recorded as a proponent for the amendment proposal or document involved.
9. Online registration is expected to be open to all participants in April 2022. All Parties and observer organizations registered for CoP18 will receive a unique registration link. The registration deadline is **Thursday 15 September 2022** for observers (non-Parties, United Nations and its specialized agencies, intergovernmental organizations, non-governmental organizations and private sector). While there is no mandated registration deadline for Parties, all delegates from Parties are nevertheless strongly encouraged to also register before Thursday 15 September 2022. Enquiries about registration should be sent to [registration@cites.org](mailto:registration@cites.org)
10. Further information on the arrangements for the 19th meeting of the Conference of the Parties will be provided to the Parties in due course.