



NOTIFICATION TO THE PARTIES

No. 2021/069

Geneva, 18 November 2021

CONCERNING:

Seventy-fourth meeting of the Standing Committee

Date and venue

1. Further to Notification to the Parties No. 2021/056 of 23 September 2021, the Secretariat hereby informs the Parties that the 74th meeting of the Standing Committee is tentatively scheduled to be held in France, from **7 to 11 March 2022**. Details of the precise location will be provided in due course.

Registration

2. Parties that are Members of the Standing Committee are convened to attend its 74th meeting. Other Parties are invited to participate as observers.
3. 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, and which has informed the Secretariat of the Convention of its desire to be represented at the meeting by observers shall be permitted to be so represented in the meeting of the Standing Committee. Such bodies and agencies desiring to be represented at the meeting by observers shall submit the names of these observers to the Secretariat of the Convention, 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, unless it has already been registered by the Secretariat.
4. All participants must register in advance for this meeting. Parties, and observer organizations which have participated in recent meetings of the Committee, will receive an exclusive registration link via their focal points. Registration for the meeting will soon open online. Early registration is highly recommended for participants who require an entry visa to France and for Committee Members who are seeking financial support.
5. 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 for United Nations entities, non-Party States and observer organizations is 30 days prior to the meeting i.e., by **5 February 2022** in accordance with Rules 3 and 4 of the Rules of Procedure of the Standing Committee. For Parties, the deadline is seven days prior to the meeting, i.e., **28 February 2022**, in accordance with Rule 2 of the Rules of Procedure of the Standing Committee. However, in view of the constraints of organizing the meeting in present circumstances, the Secretariat would greatly appreciate it if Parties could also aim to provide their nominations by 5 February 2022.
6. Due to limited space at the likely venue, Parties are encouraged to rationalize the size of their delegation to the extent possible and each observer organization may nominate a maximum of two participants to represent them at the meeting. Observer organizations are urged to send their registration request as early as possible and not wait until the deadline.

7. The Secretariat is in close contact with the French authorities concerning sanitary measures related to the COVID pandemic which currently apply and those which may apply in March 2022 and will keep the Standing Committee informed of developments. The Chair of the Standing Committee, in consultation with the Members, will decide if the meeting is to go ahead in a face-to-face format before the end of 2021 and Parties and observer organizations will be informed accordingly. If a face-to-face meeting is agreed, the number of participants from Parties and observer organizations may need to be further limited at a later stage due to space constraints at the likely venue and sanitary measures related to the COVID pandemic. The Secretariat will keep all Parties and observer organizations fully informed of developments as they occur.
8. **Regardless of the meeting format, the deadlines for registration and document submission will remain the same, but the Secretariat recommends that Parties and observers do not make any travel arrangements for a face-to-face meeting unless or until such a meeting is confirmed and the arrangements for participation are explained in a further Notification to the Parties.**

Financial assistance

9. The Secretariat is unable to provide financial assistance for participants other than for representatives of developing countries that are Members of the Standing Committee. Qualifying Members of the Standing Committee are requested to contact the Secretariat promptly if they wish to receive financial support.

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 of the first day of the meeting.

Visas

11. The Secretariat reminds Parties and organizations that their representatives may require visas for France. Details of the procedure for obtaining visas will be made available on the meeting webpage on the CITES website in due course.

Documentation

12. The provisional agenda of the meeting of the Standing Committee is available on the CITES website at <https://cites.org/eng/com/sc/74/agenda>.
13. 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 January 2022**. Documents submitted should not exceed 12 pages. Documents for the meeting will be placed on the CITES website as they become available.