



NOTIFICATION TO THE PARTIES

No. 2022/035

Geneva, 13 May 2022

CONCERNING:

Nineteenth meeting of the Conference of the Parties

General information

1. Dates and venue

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

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

The 75th and 76th meetings of the Standing Committee will be held at the same venue on 13 November and 25 November respectively.

2. Registration

Online registration will shortly be open to all participants. All Parties will receive a unique registration link sent to the email addresses of the Management Authorities listed in the [CITES online directory](#). All Observers registered for CoP18 will also receive a similar 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 deadline for Parties, all delegates from Parties are nevertheless strongly encouraged to also register before **Thursday 15 September 2022**.

As part of the registration process, Management Authorities and Observers are requested to send a nomination letter with the names and email addresses of their delegates. This does not replace in any way the credentials letter but is a way for the Secretariat to get official confirmation of the composition of the delegations. After receipt of this nomination letter, delegates will receive their priority pass and visa letter by email.

Enquiries about registration should be sent to registration@cites.org.

Secretariat of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)

Postal address:
CITES Secretariat
Palais des Nations
Avenue de la Paix 8-14
1211 Geneva 10, Switzerland

cites.org

3. Credentials for Parties

Parties are reminded that, in accordance with Rule 5 of the Rules of Procedure of the Conference of the Parties, representatives of Parties must have been granted powers by a proper authority to represent the Party at a meeting. The Standing Committee has endorsed *Guidance for submission of credentials of representatives of Parties to CoP meetings*, which can be found on the [CITES website](#). Please note that all credentials must be issued by the Head of State, the Head of Government or the Minister of Foreign Affairs or an alternate signatory (in a temporary or acting capacity).

All credentials should be sent to penelope.benn@cites.org no later than **Monday 7 November 2022**. Originals can be delivered to the Secretariat at the meeting of the Conference of the Parties.

4. Registration and participation charges for Observers

All observer organizations other than the United Nations and its specialized agencies (i.e. intergovernmental organizations, non-governmental organizations and private sector) need to pay a participation charge of **USD 600 for the first participant and of USD 300 for each additional participant**. All payments need to be made 30 days before the beginning of CoP19 by **Saturday 15 October 2022**, following the instructions provided by the Secretariat. For payment, please contact noemi.reyes@cites.org

- International non-governmental organizations

In order to be registered by the Secretariat, any international non-governmental organization must demonstrate that it is:

- a) qualified in the protection, conservation or management of wild fauna and flora; and
- b) an organization in its own right, with a legal persona and an international character, remit and programme of activities.

Organizations that were registered as international non-governmental organizations at the 17th or 18th meeting of the Conference of the Parties (CoP17, Johannesburg, 2016; CoP18, Geneva, 2019) need not provide this information again.

Any international non-governmental organization that wishes to be represented at CoP19 but was not registered as such at CoP17 or CoP18 should send its request to the Secretariat, including the information to show that it meets the above criteria, **no later than Thursday 15 September 2022**.

- National non-governmental organizations and private sector entities

National non-governmental organizations and private sector entities are reminded that, in order to participate in CoP19, they must be approved in advance by the Management Authority of the State in which they are located or headquartered, in accordance with the provisions of Rule 4, paragraph 2 b), of the Rules of Procedure. The names of the representatives from these organizations and entities, and evidence of the approval of the Management Authority, must be submitted to the Secretariat by **Thursday 15 September 2022**, in accordance with Rule 4, paragraph 3 a), of the Rules of Procedure.

Enquiries about the above documentation and about participation charges should be sent to registration@cites.org.

5. Hotel reservations

Delegates, including sponsored delegates, are responsible for making their own hotel reservations and should do so as soon as possible.

Further details about hotels are provided in Annex 1 to this Notification.

Any queries should be directed to 19copcitespma@miambiente.gob.pa. Please indicate HOTEL BOOKING in the subject of the email.

6. Conference documentation

The Secretariat is exploring ways to make CoP19 a *papersmart* meeting. Access to meeting documents will be provided electronically on the CITES website and on an intranet at the venue.

7. Visas

Participants are responsible for obtaining their own visas and should do so as soon as possible.

The Host Country has generously agreed to waive visa fees for all officially registered participants. Information on visa requirements is available in Annex 2 to this Notification.

Participants from a country that require a visa to enter Panama are encouraged to register as early as possible in order to obtain the visa assistance letter from the Secretariat and to start the visa application process early. Participants should note that Panama does not have embassies in all countries, e.g., in the Africa region Panama has embassies in three countries: Egypt, Morocco and South Africa, and it is therefore important to initiate the process to apply for visas as soon as possible.

Any queries should be directed to 19copcitespma@miambiente.gob.pa. Please indicate VISAS in the subject of the email.

8. Office space

Reservations of office space at the Panama Convention Centre should be addressed to 19copcitespma@miambiente.gob.pa. Please indicate OFFICE SPACE in the subject of the email.

All offices will be furnished with a desk, a desk chair and two chairs for visitors. Office rental costs will depend on the requirements. Please specify any additional requirements: computer, meeting table (indicate the number of seats), etc. The bank information and account number for payment for the office space will be provided in another Notification.

9. Exhibition space

All enquiries about the reservation of exhibition space at the Panama Convention Centre should be addressed to 19copcitespma@miambiente.gob.pa. Please indicate EXHIBITION SPACE in the subject of the email.

If you require help in the arrangement of the exhibition space or furniture, please indicate it in the mail so that arrangements can be made with the event organizer at an additional cost. The exhibition spaces vary in their prices (standard size is USD 5,000.00 for the duration of the CoP) and will depend on the requirements. The exhibition spaces have a standard size of 2m² (2m * 2m). The bank information and account number for payment for the exhibition space will be provided in another Notification.

All enquiries about catering services at your exhibition space should be sent directly by the exhibitors to Javier Araque jaraque@panamaconventions.com (Panama Convention Center - PCC).

10. Side events

Side event organizers should submit their request online [here](#) before **31 July 2022**. Please note that only Parties and accredited observer organizations can organize side events. All meeting rooms will be equipped with a screen and a projector. The CITES Secretariat will be able to confirm the organization of side-events **by 19 August 2022**. After confirmation from the CITES Secretariat

about the time and date of the side-event, you will receive the contact details for any specific IT or catering requests you may have.

11. Media

All media queries should be directed to David Whitbourn at david.whitbourn@un.org.

12. Further information

Further information about COVID-related entry requirements, payment details for office and exhibition spaces, and shipment of materials to Panama will be provided in another notification to be published at a later date as well as the [CoP19 webpage](#).

HOTEL LIST

Name of hotel (average time from the PCC by car)	Services provided	Booking link
<p>Wyndham Albrook Mall (16 minutes)</p> <p>Address: Ciudad, Centro Comercial Albrook Mall</p> <p>Contact person: Monica Del Cid mdelcid@verdeazulhotels.com</p>	<ul style="list-style-type: none"> • Breakfast • Free wireless Internet connection • Free coffee, tea and water in the room • Direct access to the mall • Additional beds are not guaranteed but can be requested and provided if available • Rate: \$109.00 +10% in single or double room 	<p>reservations@wyndhampanamahotel-am.com GROUP BLOCK – 221124AMBI</p>
<p>Sofitel Legend Casco Viejo (14 minutes)</p> <p>Address: Casco Viejo, San Felipe, Calle 8a Este, Panama</p> <p>Contact person: Andres Lee Knudson Sales Manager andres.lee@sofitel.com</p>	<ul style="list-style-type: none"> • Rates are per room per night • When booking 1 additional person the cost of breakfast for the 2nd person is added to the rate • Maximum of 2 adults + 1 child in each room • A booking of 7 rooms or more is considered a group booking; for such bookings, please write to the contact person to check availability as this link is only for individual bookings 	<p>Click here to book a room</p>
<p>Hotel Hilton (12 minutes)</p> <p>Address: Balboa Avenida &, C. Aquilino de la Guardia, Panama City</p> <p>Contact person: Meilyn Velásquez Meilyn.velasquez@hilton.com</p>	<p>Ref: MSGHWW84124475</p>	<p>Click here to book a room</p>
<p>Astoria Panama (13 minutes)</p> <p>Address: Waldorf Astoria Panamá, 47th St. Uruguay Street, Panama City</p> <p>Contact person: Meilyn Velásquez</p>	<p>Ref: MSGHWW84124475</p>	<p>Click here to book a room</p>

<p>Meilyn.velasquez@waldorfatoria.com</p>		
<p>American Trade Hotel (10 minutes)</p> <p>Address: American Trade Hotel & Hall, XF27+W8G, Av Central, Panama City</p> <p>Contact person: Amarelys Spadafora amarelys.spadafora@americantradehotel.com</p>	<p>Information about the hotel: https://www.americantradehotel.com/es-co</p>	<p>Click here to book a room</p>
<p>AC Hotel Panama City by Marriot (14 minutes)</p> <p>Address: AC Hotel by Marriott Panama City, Area Bancaria, Ricardo Arias St 14, Panama City</p> <p>Contact person Joanna Salcedo joanna.salcedo@marriott.com</p>	<p>USD 109 per night (B/.10.00 +10% additional person) Breakfast included</p>	<p>Click here to book a room (Group rate: CITES COP19 NOV22)</p>
<p>Marriot Executive Apartments Finisterre (12 minutes)</p> <p>Address: Calle Colombia & Calle República del Paraguay, Panama City</p> <p>Contact person: Joanna Salcedo joanna.salcedo@marriott.com</p>	<p>114 USD per night (B/.10.00 +10% additional person) Breakfast included</p>	<p>Click here to book a room (Group rate: CITES COP19 NOV22)</p>
<p>Residence Inn Panama City by Marriot (13 minutes)</p> <p>Address: Marriott Executive Apartments Panama City, Finisterre, Calle Colombia & Calle Republica del Paraguay, Panama City</p> <p>Contact person: Joanna Salcedo joanna.salcedo@marriott.com</p>	<p>USD 129 per night (B/.10.00 +10% additional person) Breakfast included</p>	<p>Click here to book a room (Group rate: CITES COP19 NOV22)</p>

<p>Intercontinental Miramar Panama (12 minutes)</p> <p>Address: Torres Miramar, Av. Balboa</p> <p>Contact person: Edlin Chavarria echavarria@bernhotelspanama.com</p>	<p>ClassicRoom \$129.00 PremiumRoom \$139.20 (Additional person: \$20.00 +10% hotel tax)</p> <p>Breakfast and Internet included</p>	<p>Ministry of the Environment rate for CITES CORPORATERATES 2022 Please write directly to the contact address</p>
<p>Le Meridien Panama (12 minutes)</p> <p>Address: Le Méridien Panamá, Calle Uruguay & Panama City</p> <p>Contact person: Edlin Chavarria echavarria@bernhotelspanama.com</p>	<p>Deluxe Guest Room \$99.00 Gold Suite \$145.00 (Additional person \$20.00 +10% hotel tax)</p> <p>Breakfast and Internet included</p>	<p>Ministry of the Environment rate for CITES CORPORATERATES 2022 Please write directly to the contact address</p>
<p>Holiday Inn (16 minutes)</p> <p>Address: Holiday Inn Panamá Distrito Financiero, Detras del Santuario Nacional, Calle Ricardo Arango y, C. 53 Este, Panama City</p> <p>Contact person: Edlin Chavarria echavarria@bernhotelspanama.com</p>	<p>ClassicRoom \$95.00 (Additional person \$20.00 +10% hotel tax)</p> <p>Breakfast and Internet included</p>	<p>Ministry of the Environment rate for CITES CORPORATERATES 2022 Please write directly to the contact address</p>
<p>Westin Hotels & Resorts Playa Bonita (18 minutes)</p> <p>Address: The Westin Playa Bonita Panama, Km 6 Camino A Veracruz, Panama City</p> <p>Contact person: Edlin Chavarria echavarria@bernhotelspanama.com</p>	<p>Deluxe Guest Room \$139.00 (Additional person \$20.00 +10% hotel tax)</p> <p>Breakfast and Internet included</p>	<p>Ministry of the Environment rate for CITES CORPORATERATES 2022 Please write directly to the contact address</p>
<p>Crowne Plaza Panama (14 minutes)</p> <p>Address: Crowne Plaza Panamá, Av At The Financial & Banking Area, Av. Manuel</p>	<p>Deluxe Guest Room \$95.00 (Additional person \$20.00 +10% hotel tax)</p> <p>Breakfast and Internet included</p>	<p>Ministry of the Environment rate for CITES CORPORATERATES 2022 Please write directly to the contact address</p>

<p>Espinosa Batista, Panama City</p> <p>Contact person: Edlin Chavarria echavarria@bernhotelspanama.com</p>		
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VISAS FOR COUNTRIES PARTICIPATING IN CITES COP19

TYPE OF VISA	DEFINITION
Visa	A visa is an authorization granted to a foreigner to enter the national territory as a non-resident for a specific amount of time. It is required for citizens of countries which for reasons of migration policy need to ask for prior authorization from the National Migration Service in order to be able to enter the country. This authorization has to be obtained in the applicant's country of origin (at the Panamanian Consulate in that country) or can also be applied for by a lawyer residing in Panama. The application must meet all the requirements demanded by the Migration Authorities. If the visa is approved, the Panamanian Consulate will stamp the visa into the passport so that the person is able to travel to Panama. The foreigner needs to specify whether he/she is applying for a tourist visa (if so, specifying the intended length of stay) or an immigration visa; the Migration Authorities decide whether the visa will be granted or not and determine the duration of stay granted in Panama.
Requirements for entering Panama	Valid passport, proof of financial liquidity and a return ticket to the country of origin or residence when the migratory category requires it. Hence, the migratory classification made by the Ministry of Foreign Affairs is very important. If the person belongs to a country that may enter Panama with a stamped visa, there are two options: he/she can either apply for a visa at the Panamanian Consulate and arrive to Panama with a visa stamp already in his/her passport. If the person belongs to a country that is classified as visa only, he/she has no choice but to previously apply for the visa to be stamped at the Panamanian Consulate. In any case, he/she will need to meet further entry requirements (i.e., financial liquidity, a valid passport for at least three months and a return ticket to his/her country)
Visa abolition agreement	The countries in this category have signed agreements with Panama under which they are mutually exempt from any visa requirements to enter the other country.
Visa exemption	No visa is required for nationals of countries that appear in this category due to a unilateral decision adopted by the Panamanian Government.

Every country that is a Party to CITES must check Annex 1¹ and determine whether its citizens require an authorized visa (*visa autorizada*) or a stamped visa (*visa estampada*) to enter Panama or whether the country is in the list of countries for which no visa is required (*supresión de visa en pasaportes ordinarios*).

Visa exemption is regulated by Executive Decree No. 521 of 6 August 2018. It establishes that foreigners who require a visa to enter the Republic of Panama and have a visa to enter Canada, the United States of America, the Commonwealth of Australia, the Republic of Korea, the State of Japan, the United Kingdom of Great Britain and Northern Ireland, the Republic of Singapore and any of the States that make up the European Union may enter the national territory of Panama as long as the visa granted by the countries mentioned above is a multiple entry visa, has been used previously in

the territory of the granting State and its validity is not less **six (6) months** at the time of entering Panamanian territory.

If the participant does not have a visa issued by the abovementioned countries, he/she must verify the classification of his/her country and determine if a stamped or authorized visa is required. To apply for the visa, he/she must go personally to the closest Consulate or Embassy of Panama with his/her passport.

The following link² shows the existing Consulates and Embassies of Panama in the world.

¹ <https://www.migracion.gob.pa/images/img2021/pdf/PAISES%20CLASIFICACION%20DE%20VISAS.pdf>

² <https://mire.gob.pa/mapa-ubicacion-embajadas/>
