



NOTIFICATION TO THE PARTIES

No. 2023/032

Geneva, 21 March 2023

CONCERNING:

Thirty-second meeting of the Animals Committee (AC32):
Registration, documentation and logistics note

Date and venue

1. The Secretariat hereby informs Parties that the 32nd meeting of the Animals Committee will be held from **Monday 19 to Friday 23 June 2023** at the following address:

Centre International de Conférences (CICG)
Rue de Varembé 17
CH-1211 GENEVA 20
Switzerland

2. The provisional agenda of the meeting is available on the CITES website at: <https://cites.org/eng/ac/32/agenda-documents>.

Registration

3. All participants must register in advance for this meeting. Registration for the meeting is now open and focal points of Parties and observers who attended the 19th meeting of the Conference of the Parties should have received an exclusive link for online registration by email. If you have not received an exclusive link, please contact the CITES Secretariat at registration@cites.org. Early registration is recommended for participants who require an entry visa to Switzerland.
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 **20 May 2023** for AC32.
5. The Secretariat further reminds observer Parties that, according to Rule 2 of the Rules of Procedure, they need to register by **12 June 2023** for AC32.

Visas to Switzerland

6. The Secretariat reminds Parties and organizations that their representatives may require visas. A visa assistance letter will be sent automatically to all participants whose nomination has been validated. The Secretariat reminds Parties and organizations that such letters will be sent only after it has received an official nomination letter.

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

Financial assistance

7. The Secretariat is unable to provide any financial assistance for participants other than for Members of the Animals Committee from developing countries.

Hotel reservations

8. All participants, including sponsored Members of the Animals Committee, are requested to make their own hotel bookings: information about hotels can be found at the following link: <https://www.geneve.com/en/sleep/online-booking/>

Documentation

9. Parties and Members of the Committee, as well as observers as the request of the Chair of the Committee, may submit working documents for discussion at the meeting in accordance with Rule 10 of the Rules of Procedure of the Animals Committee. These documents must be provided to the Secretariat at least 60 days before the meeting, i.e., by **Thursday 20 April 2023**. Documents received after this date cannot be translated. Documents submitted should not exceed 12 pages and use the template available [here](#).
10. Working documents for the meeting will be placed on the CITES website as they become available.
11. Documents may be submitted at any time for information purposes in accordance with Rule 11 of the Rules of Procedure.

Web streaming

12. The meeting will be live streamed in English, French and Spanish on the CITES YouTube channel.

Side-events

13. Registered Parties and observer organizations that wish to organize a side-event are invited to contact the Secretariat at registration@cites.org as soon as possible.