



NOTIFICATION TO THE PARTIES

No. 2023/056

Geneva, 1 May 2023

CONCERNING:

Call for nominations of participants:

CITES-ESCAP Regional Workshop on Electronic CITES Permitting Systems in Asia

1. The Secretariat hereby informs Parties that the *CITES ESCAP Regional Workshop on Electronic CITES Permitting Systems in Asia* will be held in Bangkok, Thailand, on **17-18 July 2023**.
2. The workshop will be organized in collaboration with the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP).

Mandate

3. Decision 19.152, paragraph d) on *Electronic Systems and Information Technology* states that the Secretariat shall, subject to the availability of external funding, provide capacity-building and advisory services to support Parties interested in implementing electronic solutions for the management and control of CITES permits and certificates and support Parties in establishing electronic permit systems and information exchanges.

Target audience

4. The target audience of the workshop are officials involved in the planning and implementation of the electronic CITES systems from the Management Authorities as well as from border enforcement agencies. Nominees are expected to have sound knowledge about the application, issuance, and endorsement of the permits and relevant legal framework in their countries. Officials specifically responsible for digitalization of trade procedures of CITES-listed species may also be interested in attending the workshop.

Nomination

5. Nominations for the workshop should be communicated via a letter dated and signed by an authorized official of the Management Authority containing the names, functional titles, and contact telephone and email of each of the designated participants. The electronic copy of the letter must be submitted to the CITES Secretariat (khan.salehin@un.org) as soon as possible, preferably by **28 May 2023**. As places are limited, early registration is encouraged. The Secretariat will review the nominations and select the Parties based on a 'first come-first served' basis as well as on the need and potential for implementation of eCITES in their countries. Subsequently, confirmation of participation will be communicated to the Parties/nominees. Nominations of women representatives are encouraged.

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

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Sponsored participation

6. There is limited funding available for covering the cost of travel and per diem for the duration of the workshop of up to two representatives from each selected Party from approximately ten Parties in Asia, based on the UN rules and procedures. For the selection of the Parties, priority will be given to developing countries in Asia based on the following criteria - i. Parties that have communicated to the Secretariat their interest in implementing electronic CITES permitting systems; ii. Parties that are among or recently graduated from Least Developed Countries (LDC) category and are planning to or have an interest in developing an eCITES system in the future; iii. Parties that have an existing eCITES system but would like to exchange electronic permit information with other Parties; iv. Other eligible Parties, subject to availability of funding. The cost of visa applications will not be covered by the Secretariat. Cost of additional participants from the selected Parties as well as any other Parties will not be covered by the Secretariat.
7. All participants seeking sponsorship must use the form attached to this notification and send it along with the letter of nomination as early as possible but no later than **28 May 2023**.

Objective

8. The objective of the workshop is to build the capacity of the representatives of CITES Management Authorities and other relevant agencies including border enforcement authorities that are planning or interested in developing electronic CITES permitting systems or exchange electronic permit information.

Expected outcomes

9. The expected outcomes of the workshop include increased awareness about the electronic permitting systems and improved understanding and knowledge about the guidelines, tools and related instruments for developing an electronic CITES permitting systems and exchange of electronic permit information. The participants are expected to improve their overall understanding of the eCITES systems including the concepts, goals, benefits, components and some technical aspects.

Practical information

10. The workshop will be conducted in-person only and in English on 17 and 18 July 2023 from 09:00-18:00 hrs at:

**Room G, First Floor, Conference Centre, United Nations Building,
Rajadamnern Nok Avenue, Bangkok 10200, Thailand.**

11. All participants are responsible for arranging their own visas on time and covering the related costs. Participants are encouraged to apply for visa upon confirmation of participation by the Secretariat. Participants seeking an invitation letter to be issued specifically for the visa application purposes may contact panida.charotok@un.org with a copy to khan.salehin@un.org and yernfai.lee@un.org.
12. Participants are responsible for arranging their own accommodation. The following hotels are close to the UN Building in Bangkok:

[Royal Princess Larn Luang](#)
[Trang Hotel](#)
[Centra by Centara Hotel Bangkok Phra Nakhon](#)
[Prince Palace Hotel](#)