



NOTIFICATION TO THE PARTIES

No. 2023/095

Geneva, 7 August 2023

CONCERNING:

International expert workshop on Non-Detriment Findings (NDFs),
Nairobi, 4-8 December 2023:
Information for interested participants

1. At its 19th meeting, the Conference of the Parties adopted Decisions 19.132-19.134 on *Non-detriment findings* (NDFs). In accordance with Decision 19.132, and in coordination with the Technical Advisory Group (TAG) to the CITES NDF Project (see [Notification to the Parties No. 2023/054](#)), the Secretariat is organizing an international expert workshop to review and improve draft NDF guidance materials that are currently being developed in preparation for this workshop. Detailed information on the progress of the CITES NDF project is available in documents [CoP19 Doc. 43.1](#) and document [PC26 Doc. 17 / AC32 Doc. 16](#).
2. The international expert workshop on NDFs is made possible due to generous contributions by Germany, the European Union and Switzerland. Financial support was also received from the Animal Welfare Institute.
3. This Notification provides interested Parties and stakeholders with the logistical information regarding the workshop, including registration and application for financial support.

Date and venue

4. The Secretariat hereby informs Parties that the international expert workshop on NDFs will be held from **4 – 8 December 2023** at the United Nations Complex, UN Avenue, Gigiri, Nairobi, Kenya.

Registration

5. CITES Parties, observer organizations and individuals with expertise in making or advising on NDFs are invited to register to participate in the workshop. Workshop registration will be initially open without limitation of delegation sizes, noting that all participants should have relevant NDF-related expertise. The Secretariat reserves the right to verify nominations with relevant national CITES Management Authorities. In case the total number of nominations exceeds the capacity reserved at the venue (**150 participants**), the Secretariat may need to limit participation taking into consideration the size of the delegation per Party and observer organization as well as NDF-related expertise to achieve a balanced participation.
6. All participants must register in advance for this meeting. Parties and observer organizations which have participated in recent official CITES meetings will receive an exclusive registration link via

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their focal points. NDF experts, who have not participated in recent CITES meetings, are encouraged to request a registration link at mea-cites-registration@un.org. Considering limitations of available space at the venue, **all participants must register before 20 October 2023**. Late registrations will not be possible. Please ensure that the correspondence includes “NDF workshop” in the subject line.

7. Additional to registration via the provided link, all participants need to submit a nomination letter to mea-cites-registration@un.org. Participants will receive additional instructions regarding their nomination letters through their registration link.
8. Registration for the meeting will soon open online. Early registration is highly recommended for participants who require an entry visa to Kenya and for Parties who are seeking financial support for their participation. **Workshop participants will be confirmed by 3 November 2023** within the limit of 150 participants.

Financial assistance

9. Funding is available to support workshop participants from a limited number of Parties, which will be selected in accordance with criteria agreed by the TAG to the CITES NDF project (see Annex 1). Criteria for selecting sponsored participants are closely aligned with those adopted by the Conference of the Parties in Resolution Conf. 17.3 (Rev. CoP19) on *Sponsored Delegates Project*, and in Decisions 18.12 and 19.10 on *Sponsored Delegates Project*. Due to the smaller size of the event, only one participant can be sponsored for each selected Party. Additional to the criteria defined for CoP meetings, the workshop objectives specifically require participation of NDF experts with relevant experience and expertise that aligns with the workstreams defined by the TAG to the CITES NDF project (see Annex 4 to document CoP19 Doc. 43.1).
10. **Parties seeking to receive sponsorship** to participate in the workshop are invited to submit the application form through the respective CITES Management Authority and supporting documentation as specified in Annex 2 to Dejana Radisavljevic (dejana.radisavljevic@cites.org) **before 15 September 2023**.

Exhibition materials

11. Exhibition space will be available for posters submitted in advance by registered participants. Only posters with non-commercial content related to NDF guidance and NDFs, and related to experiences with making or using these, will be exhibited. Registered participants are encouraged to submit electronic versions of any posters to Martin Hitziger (martin.hitziger@cites.org) before 3 November 2023. All submissions will be pre-screened considering the above-mentioned criteria and the available exhibition space at the venue. Participants who are selected for the exhibition will be notified before 17 November 2023 and will be invited to bring physical copies of their submitted posters to the workshop for exhibition.

Visas

12. The Secretariat would like to remind that each participant must take responsibility to verify if a visa is needed to access Kenya, and to apply for a visa, if needed. The Secretariat is not able to assist with this process. A letter will be provided, however, to all participants upon confirmation of their registration to assist with visa applications.

Accommodation

13. The UNON Conference Services Division has kindly provided information on guesthouses and hotels in Nairobi (see Annex 3 and Annex 4).

Documentation

14. Relevant documentation, especially draft NDF guidance developed in preparation of the workshop, will be made available to all confirmed workshop participants at least one month in advance of the workshop.

Working languages

15. The draft NDF guidance will be made available in English only. Plenary sessions and selected working group sessions (two 3-hour sessions per day) during the workshop will have interpretation into the three official languages of the Convention, while most working group sessions will primarily be conducted in English.

**Criteria for selecting sponsored workshop participants
as agreed by the Technical Advisory Group to the CITES NDF project**

Up to one sponsored workshop participant per CITES Party can be selected, who must be:

- 1) A member of the national CITES Scientific Authorities of Parties contained in the 2023 DAC list of ODA recipients; **OR**
- 2) A member of governmental institutions tasked with research, monitoring, or management of CITES listed taxa who are experts on matters related to workstreams defined by the TAG to the NDF project (Annex 4 to document CoP19 Doc. 43.1); **AND**
- 3) not participating in the workshop as a representative of observer organizations.

Parties should take into consideration gender balance when submitting nominations and the Secretariat will consider the same in the assessment of nominations received.

Other criteria to be considered including if the number of nominations exceeds the number of participants that can be sponsored subject to available funding:

- 1) support to the representatives from Parties that are exporting range States subject to NDF-related compliance processes;
- 2) representation of Parties with a low Human Development Index.