

NOTIFICATION TO THE PARTIES

No. 2023/118

Geneva, 5 October 2023

CONCERNING:

Technical workshop on songbird trade and conservation management:
Registration and application for financial support

1. At its 19th meeting (CoP19; Panama City, 2022), the Conference of the Parties adopted [Decisions 18.256 \(Rev. CoP19\) to 18.259 \(Rev. CoP19\)](#) on *Songbird trade and conservation management (Passeriformes spp.)*. In accordance with Decision 18.256 (Rev. CoP19), the Secretariat is preparing a technical workshop to consider the findings of the preliminary study on the scale and scope of international songbird trade (currently being developed in preparation for this workshop), as well as the management and conservation priorities of songbird taxa involved in such trade.
2. The technical workshop on songbird trade and conservation management is made possible due to the generous contributions from Sweden, the United Kingdom of Great Britain and Northern Ireland and the United States of America.

Date and venue

3. The Secretariat hereby informs Parties that the technical workshop on songbirds trade and conservation management will be held in person from **11 to 14 December 2023** at the address below, and online via Zoom link (see paragraph 7 below):

Conference room 3, United Nations Conference Centre (UNCC)
The United Nations Building
Rajadamnern Nok Avenue
Bangkok
Thailand

Registration

4. CITES Parties, including members of the Animals and Standing Committees and representatives from range, exporting, transit and consumer States, as well as relevant intergovernmental and non-governmental organizations and individuals with expertise in songbird trade and conservation management are invited to register to participate in the workshop. The participation of women representatives is encouraged. Workshop registration will be open without limitation of delegation sizes, noting that participants should have relevant songbird-related expertise. Upon registration, participants should indicate whether they wish to participate in person or online.

5. All participants must register in advance for this workshop, by writing an email to the CITES Secretariat (remco.vanmerm@un.org) by **3 November 2023**, which should include the participant's full name and affiliation, a copy of the passport, and a passport-sized photograph.
6. Early registration is highly recommended for participants who require an entry visa to Thailand and for Party representatives who are seeking financial support as sponsored workshop participants. All participants will be confirmed as soon as possible following registration, and no later than 17 November 2023.

Hybrid sessions

7. Online participation in plenary sessions of the workshop will be possible via Zoom, with interpretation into the three official languages of the Convention. Parties, observer organizations and individuals wishing to participate online can do so via a link that will be shared with registered participants only.

Financial assistance

8. The Secretariat has funding available to support a limited number of sponsored workshop participants. Criteria for selecting sponsored workshop 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 relevant songbird-related expertise of sponsored workshop participants will be taken into account.
9. Parties seeking to receive financial support to participate in the workshop are encouraged to complete the application form and the HR Mini Master form attached as Annex 1 and Annex 2 to this Notification, respectively, and submit the forms and supporting documentation to the Secretariat (remco.vanmerm@un.org) before **20 October 2023**, specifying the songbird expert they are seeking to nominate and stating the alignment of their nomination with the criteria referred to in paragraph 8 above. Financial assistance, if any, will be confirmed by 27 October 2023, with a view to the number of applications received, and the specified criteria. Parties are encouraged to take into consideration gender balance when submitting nominations and the Secretariat will consider the same in the assessment of nominations received.

Visas

10. 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 visa application purposes may contact remco.vanmerm@un.org.

Accommodation

11. 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](#)

Agenda and documentation

12. A background study that incorporates the responses to the questionnaire on songbirds referred to in [Notification to the Parties No. 2023/103](#) will form the basis of the discussions. Parties and organizations that would like to submit any additional documentation that may be of relevance to the discussions are invited to submit such information to the Secretariat (remco.vanmerm@un.org) by **3 November 2023** at the latest. All relevant documentation, including the workshop agenda and background study (in English only), as well as a logistics note with practical information about traveling to Bangkok, will be made available at <https://cites.org/eng/node/138343> by **14 November 2023**.

Working languages

13. Plenary sessions (two 3-hour sessions per day) during the workshop will have interpretation into the three official languages of the Convention, while working group sessions will primarily be conducted in English.

Contacts

14. Inquiries related to workshop registration, application for financial assistance, and requests for invitation letters to be issued specifically for visa application purposes should be directed to Mr. Remco van Merm (remco.vanmerm@un.org).