

NOTIFICATION TO THE PARTIES

No. 2024/024

Geneva, 26 January 2024

CONCERNING:

Technical workshop on Aquatic species listed in the CITES Appendices
(23 – 24 April 2024, Geneva, Switzerland)
Registration, submission of documents and application for financial support

1. At its 19th meeting (CoP19; Panama City, 2022), the Conference of the Parties adopted [Decisions 19.189 to 19.191](#) on *Aquatic species listed in the CITES Appendices*. The Secretariat is organizing a technical workshop in accordance with the Decisions. This workshop will be held back-to-back with the workshop on *Non-detriment findings for specimens of Appendix-II species taken from areas beyond national jurisdiction* under [Decisions 19.135 to 19.139](#) (please see Notification to the Parties No. 2024/025 for more details).
2. The workshop on *Aquatic species listed in the CITES Appendices* will consider the application of Resolution Conf 9.24 (Rev. CoP17) on *Criteria for amendment of Appendices I and II* and footnote 2 found in Annex 5 to that Resolution, with regards to relevant commercially exploited Elasmobranchii and other aquatic species.
3. The technical workshop is made possible due to the generous contribution from the European Union.

Date and venue

4. The Secretariat hereby informs Parties that the technical workshop will be held in person from **Tuesday 23 to Wednesday 24 April 2024** at the following venue:

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

Working languages

5. Plenary sessions (two 3-hour sessions per day) during the workshop will have interpretation into English, French and Spanish, while working group sessions during the workshop will primarily be conducted in English.

Agenda and documentation

6. All relevant documentation, including the workshop agenda and background information (in English only), as well as a logistics note with practical information about traveling to Switzerland, will be made available [here](#) at the latest by **5 April 2024**. Documentation will be uploaded on this webpage as it becomes available.
7. Parties and organizations that would like to submit any additional documentation or information that may be of relevance to the discussions are invited to submit such information to the Secretariat (hyeon-jeong.kim@cites.org) by **6 March 2024** at the latest.

Registration

8. Interested Parties, Members of the Animals Committee, the United Nations Food and Agriculture Organization and other relevant intergovernmental and non-governmental organizations are invited to register to participate in this workshop. The participation of women representatives is encouraged.
9. All participants must register in advance for this workshop by filling out the registration form linked below by **1 March 2024**. No late registrations will be accepted. Please access the form by clicking on the following link or through the QR code and submit an official nomination letter from the CITES Management Authority or organization to dejana.radisavljevic@cites.org:

[Aquatic species listed in the CITES Appendices](#)



10. The deadline for registration is **16 February 2024** for Party participants seeking financial assistance. Please see the section on financial assistance below for details (paragraphs 12-13).
11. Participants will be confirmed as soon as possible following the registration deadline. In the event that the total number of registrations exceeds the capacity reserved at the venue (100 people), the Secretariat may need to limit participation taking into consideration geographic representation, the size of the delegation per Party and observer organization, as well as relevant expertise to achieve a balanced participation.

Financial assistance

12. The Secretariat has funding available to support a limited number of 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. In addition to the criteria defined for CoP meetings, the relevant related expertise of applicants will be taken into account for the selection of sponsored workshop participants. The nomination of women representatives is encouraged.

13. Parties seeking to receive financial support to participate in the workshop are requested to submit the following forms by **16 February 2024** to the Secretariat (dejana.radisavljevic@cites.org) in addition to registering for the workshop:

- Application for financial assistance form (Annex 1)
- HR Mini Master form (Annex 2)
- Supporting documentations outlined in Annex 1 and Annex 2:
 1. scanned copy of passport
 2. copy of official nomination letter from the CITES Management Authority
 3. document supporting their expertise related to the workshop.

Visa to Switzerland

14. The Secretariat reminds Parties and organizations that their representatives may require visas. All participants are responsible for arranging their own visas on time and covering the related costs. A visa assistance letter will be emailed when participation is confirmed by the Secretariat. Participants are strongly encouraged to apply for their visas upon confirmation of participation.

Accommodation

15. Participants 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/>.

Contacts

16. Inquiries related to workshop registration and application for financial assistance, and visa assistance letters should be directed to Ms. Dejana Radisavljevic (dejana.radisavljevic@cites.org).

Annex 1 – Application for financial assistance

Annex 2 – HR Mini Master form