

NOTIFICATION TO THE PARTIES

No. 2024/059

Geneva, 3 May 2024

CONCERNING:

Regional Workshop for range States of African rosewood (*Pterocarpus erinaceus*)

1. At its 77th meeting (SC77; Geneva, November 2023), the Standing Committee requested the Secretariat to organize a regional workshop on non-detriment findings (NDF) and legal acquisition findings (LAF) for *Pterocarpus erinaceus* range States to address recommendations under the expedited application of Article XIII procedure and the Review of Significant Trade (RST) process in an integrated range State approach.
2. The workshop's objective is to support the implementation of the recommendations under the expedited application of Article XIII and the RST process for *Pterocarpus erinaceus*, notably through practical approaches and tools for the preparation and making of legal acquisition findings and non-detriment findings for African rosewood.
3. The workshop is made possible due to a generous contribution from the European Union.

Date and venue

4. The Secretariat hereby informs Parties that the workshop will be held in person from **2 to 6 September in Douala (Cameroon)** at the following venue:

Hotel Sawa, Douala
488 Rue de Verdun – Bonanjo B.P 2345
Douala – Cameroon
Email: commercial@hotelsawa.com

Working languages

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

Agenda and documentation

6. All relevant documentation, including the workshop agenda and background documents, as well as any additional logistics information about travelling to Cameroon will be made available [here](#). 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 documents to the Secretariat at isabel.camarena@un.org by **30 June** at the latest.

Registration

8. Range States of *Pterocarpus erinaceus* and other CITES-listed African tree species, Members of the Standing and Plants Committees, forestry stakeholders, industry representatives and relevant intergovernmental and non-governmental organizations are invited to register to participate. The participation of women representatives is highly encouraged.
9. All participants must register in advance for the workshop by writing an email to the CITES Secretariat to Ms. Penelope Benn at penelope.benn@cites.org by **30 June 2024**. In their email to register to the workshop, participants should include their full name and affiliation, a copy of their valid passport, and a passport-sized photograph.
10. 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, the Secretariat may need to limit participation taking into consideration geographic representation and gender balance, the size of the delegation per Party and observer organization, as well as relevant expertise to achieve a balanced participation. For the same reason, no late registration will be accepted.

Financial assistance to eligible sponsored delegates (see Annex 1): Deadline 30 June 2024

11. The Secretariat has funding available to support a limited number of representatives from *Pterocarpus erinaceus* range States. Due to the limited funds available for the organization of this workshop, priority will be given to ensuring representation of at least one representative per Management and Scientific Authorities from the 16 range States of *Pterocarpus erinaceus*. 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. As UN Member States seek to achieve goal 5 of the SDGs regarding gender equality, the Secretariat will also consider gender diversity and nomination of women representatives is highly encouraged.
12. Parties seeking financial support to participate in the workshop are requested to complete the form in **Annex 1** together with the supporting documentation outlined and send this information to Ms. Penelope Benn at penelope.benn@cites.org by **30 June 2024**.

Visa to Cameroon and insurances (see Annex 2)

13. 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.
14. Detailed visa information and entry requirements can be found in **Annex 2**, as provided by Cameroon.
15. The Secretariat will not provide participants, including sponsored participants, with individual travel or health insurance. Participants must purchase individual travel or health insurance, as appropriate, at their own cost before traveling to Cameroon. The Secretariat shall in no event be responsible for any medical-related cost or expense for participants.

Accommodation

16. Participants are requested to make their own hotel bookings. Due consideration should be given to selecting a hotel that is close to the venue, in order to facilitate the commute.

Contacts

17. Inquiries related to workshop registration, application for financial assistance, and visa assistance letters should be directed to Ms. Penelope Benn at penelope.benn@cites.org with copy to isabel.camarena@un.org.

Annex 1: Template for application for financial assistance and associated documentation.

Annex 2: Visa and entry requirements for Cameroon.