



NOTIFICATION TO THE PARTIES

No. 2024/069

Geneva, 5 June 2024

CONCERNING:

Call for nominations of participants:
CITES Africa Regional Workshop on Electronic CITES Permitting Systems

1. The Secretariat hereby informs Parties that the *CITES Africa Regional Workshop on Electronic CITES Permitting Systems* will be held in-person, in Nairobi, Kenya on **9-10 October 2024**. Details of the workshop can be found below:

Mandate

2. 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

3. 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 officials from border control agencies.

Nomination

4. 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 nominated participants. The electronic copy of the letter must be submitted to the CITES Secretariat (khan.salehin@un.org with a copy to panida.charotok@un.org) as soon as possible, but no later than **2 August 2024**. As places are limited, early registration is encouraged. Nominees are expected to have sound knowledge about the application, issuance, and endorsement of the permits and relevant legal framework in their countries. The Secretariat will review the nominations and select the Parties based on potential for implementation of eCITES in their countries, taking also into consideration the physical capacity of the meeting room. 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.

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

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CITES Secretariat
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cites.org

5. Representatives of United Nations agencies, international organizations or non-governmental organizations involved in eCITES implementation in the region are also welcome to nominate one representative each as observer. The representatives may get in touch with the Secretariat if they wish to contribute to the workshop.
6. Confirmation of participants and observers will be communicated to the selected Parties/nominees accordingly.

Sponsored participation

7. There is limited funding available to support one participant from the Management Authority of each selected Party from developing countries in Africa. The financial support will cover the cost of travel and per diem in accordance with the UN rules and procedures.
8. There may be possibility of supporting a second participant from a few of the selected Parties. In such cases, the second participant must be from the border control, customs, department of trade, or the equivalent entity responsible for the control of trade in CITES-listed species. To this effect, Parties are encouraged to share this notification with their respective border control agencies and coordinate suitable nomination.
9. All participants seeking sponsorship must use the application for financial assistance form (Annex 1) and HR mini master form (Annex 2) attached to this Notification and send it along with the letter of nomination as early as possible but no later than **2 August 2024**.

Objective

10. The objective of the workshop is to build the capacity of the representatives of CITES Management Authorities and other relevant agencies, including border control authorities that are planning or interested in developing electronic CITES permitting systems or exchange electronic permit information. The workshop agenda will be available on CITES events webpage in due course.

Expected outcomes

11. Expected outcomes of the workshop include increased awareness of the electronic permitting systems and improved understanding and knowledge of the guidelines, tools and related instruments for developing an electronic CITES permitting systems. Participants who are interested in presenting at the workshop about their existing or planned eCITES permitting systems are requested to send an email to khan.salehin@cites.org.

Venue

12. The workshop will be conducted in-person only and in English (with simultaneous interpretation in French and English) on 9 and 10 October from 09:00-17:00 hrs at:

Conference Room 9
United Nations Office Nairobi (UNON)
United Nations Avenue, Gigiri
Nairobi, Kenya

Entry requirements and insurance

13. All participants are responsible for arranging their own authorization on time and covering the related costs. Please note that the Government of Kenya has amended the visa regulations by introducing [the Electronic Travel Authorization \(eTA\)](#) and removed the visa requirements for all foreign nationals traveling to Kenya with effect from January 2024. All participants must have an approved eTA before the start of their journey. eTA applications for Kenya should be submitted at least 3 days prior to travel to ensure adequate time for authorization. Travellers can submit their applications up to 3 months prior to travel. It is highly recommended that travellers apply as

soon as they have booked their accommodation and transport tickets. Participants are encouraged to apply for eTA upon confirmation of participation by the Secretariat.

14. All participants are responsible for arranging their own entry authorizations on time and covering the related costs. Participants seeking an invitation letter to be issued specifically for the entry authorization purposes may contact panida.charotok@un.org with a copy to khan.salehin@un.org.
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 Kenya. The Secretariat shall in no event be responsible for any medical-related cost or expense for participants.
16. For information on health-related requirements for entering Kenya, please consult: [Health and Kenyan Ministry of Health – Arriving Travellers](#).

Accommodation

17. Participants are responsible for arranging their own accommodation.
18. See a [list of hotels](#) with UN negotiated rates and a [list of guest houses](#) close to the UNON complex. During the hotel booking, participants should indicate to the hotel that they are attending a UN meeting at the UNON complex.

Annex 1 - Application for financial assistance

Annex 2 - HR Mini Master Registration Form (if applying for financial assistance)