

Please note our new address below

REFERENCE:

19 November 1999

Sir/Madam,

Pursuant to decision IV/18 of the fourth meeting of the Conference of the Parties to the Convention on Biological Diversity, and in accordance with rule 5 of the rules of procedure for meetings of the Conference of the Parties, I am pleased to inform you that, at the kind invitation of the Government of Kenya, the fifth meeting of the Conference of the Parties to the Convention on Biological Diversity will be held in Nairobi, from 15 to 26 May 2000. The draft provisional agenda, the annotated provisional agenda and the pre-registration form are attached, as well as a number of other pre-session documents for the meeting. The remaining pre-session documentation will be dispatched as soon as finalized. An information note for participants will be distributed at a later stage.

I have the honour to invite your Government to designate its representatives to the fifth meeting of the Conference of the Parties to the Convention on Biological Diversity. In accordance with rule 18 of the rules of procedure for meetings of the Conference of the Parties, I would be grateful if your Government would submit to the Secretariat, as soon as possible, the credentials of representatives and the names of alternate representatives and advisers of your Government. I attach for your convenience a sample format of appropriate credentials, which should be signed by the Head of State or Government or by the Minister for Foreign Affairs, except in the case of a regional economic integration organization, where they should be signed by the competent authority of that organization.

Subject to the availability of contributions to the Special Voluntary Trust Fund for Facilitating Participation of Parties in the Convention Process established by decision III/24, the Secretariat hopes to be in a position to finance the participation of one representative from each developing country Party to the Convention, in particular the least developed and small island developing States, and from each country with economy in transition Party to the Convention. Countries that wish to solicit such assistance are kindly requested to inform the Secretariat by **15 March 2000** of the name and contact information of the delegate for whom the travel arrangements are requested.

Accept, Sir/Madam, the assurances of my highest consideration.

Hamdallah Zedan
Executive Secretary

To: National Focal Points



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