

Please note change of address below

F A X T R A N S M I S S I O N

To: All National Focal Points of Developing Countries **Fax:**
From: Hamdallah Zedan **Date:** 11 April 2000
Executive Secretary
(original signed)
Subject: Preparations for CBD/COP-V **Ref.:**

This fax transmission consists of ___1___ page (s) including this page.

Message:

Madam/Sir,

I have the honour to refer to the fifth meeting of the Conference of the Parties to the Convention on Biological Diversity scheduled to take place in Nairobi, Kenya, from 15 – 26 May 2000.

In this regard, I am pleased to inform you that there is a possibility to organize regional meetings on Saturday and Sunday, 13 and 14 May 2000 in Nairobi, Kenya to assist developing countries party to the Convention to review and exchange views regarding the various topics that will be discussed during COP V. Therefore, please advise if your officially designated Government representative, eligible for funding support, will be able to participate in these meetings. This information is **urgently** needed in order to allow the Secretariat to issue the air ticket accordingly.

I would also like to remind you that the Cartagena Protocol on Biosafety shall be open for signature at COP V. For this purpose, your government representative designated to sign the Protocol should possess Full Powers. Moreover, delegations representing the Government at the COP V meeting should provide the Secretariat with duly signed credentials. For your convenience, please find herewith samples of Full Powers and Credentials, which I hope you will find helpful.

Best regards.



Model of Full Powers
(to be signed by the Head of State or Government,
or Minister for Foreign Affairs)

FULL POWERS

I, [name and title of head of State or head of Government, or minister for foreign affairs],

HEREBY AUTHORIZE, [name and title], to sign the **Cartagena Protocol on Biosafety to the Convention on Biological Diversity** adopted by the first extraordinary meeting of the Conference of the Parties to the said Convention on 29 January 2000, on behalf of the Government of [name of State].

Done at [place] on [date]

[Signature]

SAMPLE FORMAT FOR CREDENTIALS

CREDENTIALS

I, the undersigned [*Head of State, President, Minister of Foreign Affairs*] hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [country] at the fifth meeting of the Conference of the Parties to the Convention on Biological Diversity to be held in Nairobi, Kenya from the fifteenth to the twenty-sixth of May in the year two thousand.

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name(s) of representative(s)*]

DONE in [city] on this [day] of [month] in the [year]

Seal and Signature