



Dear Madam/Sir,

**Subject: (1) Seventh Meeting of the Conference of the Parties to the Convention on
Biological Diversity (COP-7)**

9-20 February 2004

and

**(2) First Meeting of the Conference of the Parties serving as the meeting of the
Parties to the Cartagena Protocol on Biosafety (COP-MOP-1)**

23-27 February 2004

Kuala Lumpur, Malaysia

I have the honour to inform you that, at the kind invitation of the Government of Malaysia, the seventh meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-7) will be held in Kuala Lumpur, Malaysia, from 9 to 20 February 2004. The meeting will be followed by the first meeting of the Conference of the Parties serving as the meeting of the Parties to the Biosafety Protocol (COP-MOP-1), from 23 to 27 February 2004 to be held at the same venue.

I am pleased to attach herewith the provisional agendas and the pre-registration forms for both meetings. The pre-session documentation of the two meetings will be made available as soon as finalized. The pre-session documents will also be accessible at the Secretariat's web site at www.biodiv.org.

It should be noted that, following adoption of its report and decisions on 20 February 2004, the seventh meeting of the Conference of the Parties (COP-7) will be adjourned until 27 February 2004 to allow the Conference of the Parties to serve as the meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP-1). The seventh meeting of the Conference of the Parties (COP-7) will formally conclude its work on 27 February 2004 after the closing of the COP-MOP-1 meeting.

To: All National Focal Points to the Convention on Biological Diversity
Cartagena Protocol/ICCP Focal Points



In this regard, I have the honour to invite your Government to designate its representative(s) to the above-mentioned meetings. Please inform the Secretariat of the name(s) and coordinates of your government's officially designated representative(s) to these two meetings at your earliest convenience but no later than **31 December 2003** so that travel arrangements are made in a timely manner in favour of eligible participants. To facilitate registration and for security and logistical purposes, participants are kindly requested to pre-register with the Secretariat using the attached forms. Please note that the forms are also included in the "Information for Participants Note" which is accessible at the Secretariat's web site at www.biodiv.org.

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 your representative(s) and the names of the alternate representative(s) and advisor(s), as appropriate, for both COP-7 and COP-MOP-1 meetings. Please note that separate credentials for the two meetings are required, even in cases where the same delegate(s) would represent the Government in both meetings. Please find attached herewith, for your convenience, a sample format of appropriate credentials for each meeting, 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 it 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 for the biennium established by decision VI/29, the Secretariat hopes to be in a position to finance the participation of **one representative to each of the meetings** from each developing country Party to the Convention, in particular the least developed and small island States, and countries with economies in transition Party to the Convention. Countries Party to the Convention that wish to solicit such assistance are kindly requested to inform the Secretariat of the name and contact information of the designated delegate eligible for such financial support as soon as possible but no later than **31 December 2003**.

In view of the increased security procedures for travellers and budget constraints, and, in order to allow the maximum number of countries to participate in the meetings, the Secretariat will be using special air-fare tickets for sponsored delegates which impose restrictions with respect to changing the passenger's name, travel dates and itinerary. In this respect, it will not be possible for the Secretariat to accommodate name changes if they are received after the deadline of **31 December 2003** and/or the issuance of the air ticket, whichever is first.

Please accept, Madam/Sir, the assurances of my highest consideration.

Yours sincerely,

[Signed]

Hamdallah Zedan
Executive Secretary



CBD



**CONVENTION ON
BIOLOGICAL
DIVERSITY**

Distr.
GENERAL

UNEP/CBD/COP/7/1
7 November 2002

ORIGINAL: ENGLISH

CONFERENCE OF THE PARTIES TO THE
CONVENTION ON BIOLOGICAL DIVERSITY
Seventh meeting
Kuala Lumpur, March 2004

PROVISIONAL AGENDA

I. ORGANIZATIONAL MATTERS

1. Opening of the meeting.
2. Election of officers.
3. Adoption of the agenda.
4. Organization of work.
5. Report on the credentials of representatives to the seventh meeting of the Conference of the Parties.
6. Pending issues.
7. Date and venue of, and preparations for, the eighth meeting of the Conference of the Parties.

II. REPORTS

8. Reports of regional meetings.
9. Reports of the Subsidiary Body on Scientific, Technical and Technological Advice.
10. Report of the President on the outcome of the World Summit on Sustainable Development.
11. Report of the Inter-Sessional Meeting on the Multi-year Programme of work of the Conference of the Parties up to 2010.
12. Report of the Ad Hoc Open-ended Working Group on Access and Benefit-sharing.
13. Report of the Open-ended Ad Hoc Inter-Sessional Working Group on the Implementation of Article 8(j) and Related Provisions.
14. Report on the status of the Cartagena Protocol on Biosafety.
15. Report of the Global Environment Facility.
16. Report of the Executive Secretary on the administration of the Convention and the budget for the Trust Funds of the Convention.

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III. REVIEW OF THE IMPLEMENTATION OF THE PROGRAMME OF WORK

17. Thematic programmes of work—progress reports on implementation and consideration of proposals for future action: forest biological diversity; biological diversity of dry and sub-humid lands; and agricultural biological diversity.
18. Thematic programmes of work—review, further elaboration and refinement:
 - 18.1 Biological diversity of inland waters ecosystems;
 - 18.2 Marine and coastal biological diversity.
19. Cross-cutting issues—progress reports on implementation and consideration of proposals for future action:
 - 19.1. Identification, monitoring, indicators and assessments (Article 7);
 - 19.2. Global Taxonomy Initiative;
 - 19.3. Global Strategy for Plant Conservation;
 - 19.4. Ecosystem approach;
 - 19.5. Sustainable use (Article 10);
 - 19.6. Alien species that threaten ecosystems, habitats or species (Article 8 (h));
 - 19.7. Biological diversity and tourism;
 - 19.8. Article 8(j) and related provisions;
 - 19.9. Liability and redress (Article 14, paragraph 2);
 - 19.10. Incentive measures (Article 11);
 - 19.11. Access and benefit-sharing as related to genetic resources (Article 15).
20. Mechanisms for implementation:
 - 20.1. Financial resources and mechanism (Articles 20 and 21);
 - 20.2. Scientific and technical cooperation and the clearing-house mechanism (Article 18, paragraph 3);
 - 20.3. Communication, education and public awareness (Article 13);
 - 20.4. National reporting.
21. Cooperation with other conventions and international organizations and initiatives;
22. Budget for the programme of work for the biennium 2005-2006.

IV. PRIORITY ISSUES

23. Mountain biological diversity.
24. Protected areas (Article 8 (a) to (e)).
25. Transfer of technology and technology cooperation (Articles 16 and 18).
26. Follow up to the World Summit on Sustainable Development, multi-year programme of work of the Conference of the Parties up to 2010, strategic plan and operations of the Convention.

V. FINAL MATTERS

27. Other matters.
28. Adoption of the report.
29. Closure of the meeting.



CBD



**CONVENTION ON
BIOLOGICAL
DIVERSITY**

Distr.
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UNEP/CBD/BS/COP-
MOP/1/1
15 July 2003

ORIGINAL: ENGLISH

CONFERENCE OF THE PARTIES TO THE
CONVENTION ON BIOLOGICAL DIVERSITY
First meeting serving as the meeting of the Parties to the
Cartagena Protocol on Biosafety
Kuala Lumpur, 23-27 February 2004

PROVISIONAL AGENDA

1. Opening of the meeting.
2. Organizational matters:
 - 2.1. Election of officers;
 - 2.2. Adoption of the agenda;
 - 2.3. Organization of work.
3. Adoption of the rules of procedure for meetings of the Conference of the Parties to the Convention on Biological Diversity serving as the meeting of the Parties to the Cartagena Protocol on Biosafety.
4. Report of the Intergovernmental Committee for the Cartagena Protocol on Biosafety.
5. Report on the credentials of representatives to the first meeting of the Conference of the Parties serving as the meeting of the Parties to the Protocol.
6. Substantive issues:
 - 6.1. Decision procedure (Article 10, para.7);
 - 6.2. Information-sharing and the Biosafety Clearing-House (Article 20, para.4);
 - 6.3. Capacity-building (Article 22; Article 28, para.3);
 - 6.4. Handling, transport, packaging and identification (Article 18);

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- 6.5 Compliance (Article 34);
- 6.6 Liability and redress (Article 27);
- 6.7 Monitoring and reporting (Article 33);
- 6.8 Secretariat (Article 31, para.3);
- 6.9 Guidance to the financial mechanism (Article 28, para. 5, Article 22);
- 6.10 Consideration of other issues necessary for the effective implementation of the Protocol (e.g., Article 29, para.4).
7. Medium-term programme of work of the Conference of the Parties to the Convention on Biological Diversity serving as the meeting of the Parties to the Cartagena Protocol.
8. Date and venue for the second meeting of the Conference of the Parties to the Convention on Biological Diversity serving as the meeting of the Parties to the Cartagena Protocol on Biosafety.
9. Other matters.
10. Adoption of the report.
11. Closure of the meeting.

Annex A

SEVENTH MEETING OF THE CONFERENCE OF THE PARTIES (COP-7)
KUALA LUMPUR, MALAYSIA – 9 – 20 FEBRUARY 2004

Pre-Registration Form (Please print)

Due to the number of forms involved, the Secretariat will not be able to acknowledge receipt of individual applications. Pre-registered participants will only be contacted in cases where further information is needed.

Mr. / Mrs. / Ms. / Amb. / Dr. / Prof. Female Male

FAMILY NAME: _____

FIRST NAME: _____

FUNCTION/TITLE: _____

Have you attended CBD meeting(s) before?: Yes No

Representing:

GOVERNMENT: _____

Ministry/department/agency: _____

OR

ORGANIZATION: _____

(SHORT NAME / ACCRONYM): _____

(Check one) UN/ Specialized Agency Inter-governmental organization Non-governmental organization
 Indigenous community organization Media Industry Other

Official Address: _____

Telephone: + (____) _____

Fax: + (____) _____

Telex: + (____) _____

E-Mail: _____

URL: _____

Signature: _____ Date: _____

Please return duly completed by 31 December 2003 to:
Secretariat of the Convention on Biological Diversity
World Trade Center
393 Saint-Jacques St., Suite 300
Montreal, Quebec, Canada
H2Y 1N9
Fax : + 1 (514) 288-6588
E-mail: secretariat@biodiv.org

Preferred languages :

- English
- French
- Spanish
- Russian
- Arabic
- Chinese

Annex B

FIRST MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF PARTIES TO
THE CARTAGENA PROTOCOL ON BIOSAFETY (COP/MOP-1)
KUALA LUMPUR, MALAYSIA – 23 – 27 FEBRUARY 2004
Pre-Registration Form (Please print)

Due to the number of forms involved, the Secretariat will not be able to acknowledge receipt of individual applications. Pre-registered participants will only be contacted in cases where further information is needed.

Mr. / Mrs. / Ms. / Amb. / Dr. / Prof. Female Male

FAMILY NAME: _____

FIRST NAME: _____

FUNCTION/TITLE: : _____

Have you attended CBD meeting(s) before?: Yes No

Representing:

GOVERNMENT: _____

Ministry/department/agency: _____

OR

ORGANIZATION: _____

(SHORT NAME / ACRONYM): _____

(Check one) UN/ Specialized Agency Inter-governmental organization Non-governmental organization
 Indigenous community organization Media Industry Other

Official Address: _____

Telephone: + (____) _____

Fax: + (____) _____

Telex: + (____) _____

E-Mail: _____

URL: _____

Signature: _____ Date: _____

Please return duly completed by 31 December 2003 to:
Secretariat of the Convention on Biological Diversity
World Trade Center
393 Saint-Jacques St., Suite 300
Montreal, Quebec, Canada
H2Y 1N9
Fax : + 1 (514) 288-6588
E-mail: secretariat@biodiv.org

Preferred languages:

- English
- French
- Spanish
- Russian
- Arabic
- Chinese

SAMPLE FORMAT FOR CREDENTIALS
FOR THE SEVENTH MEETING OF THE CONFERENCE OF THE PARTIES
TO THE CONVENTION ON BIOLOGICAL DIVERSITY (COP-7)

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 seventh meeting of the Conference of the Parties to the Convention on Biological Diversity to be held in Kuala Lumpur, Malaysia from the ninth to the twentieth and the twenty-seventh of February in the year two thousand and four.

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

SAMPLE FORMAT FOR CREDENTIALS
FOR THE FIRST MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE
MEETING OF THE PARTIES TO THE CARTAGENA PROTOCOL
ON BIOSAFETY (COP-MOP-1)

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 first meeting of the Conference of the Parties to the Convention on Biological Diversity serving as the Meeting of the Parties to the Cartagena Protocol on Biosafety to be held in Kuala Lumpur, Malaysia from the twenty-third to the twenty-seventh of February in the year two thousand and four.

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