



Ref.: SCBD/OES/AD/ar/77390

7 September 2011

## NOTIFICATION

### **Eleventh Meeting of the Conference of the Parties to the Convention on Biological Diversity (COP 11), 8 - 19 October 2012 Hyderabad, India**

Dear Madam/Sir,

I have the honour to inform you that, at the invitation of the Government of India, the eleventh meeting of the Conference of the Parties to the Convention on Biological Diversity (COP 11) will be held in Hyderabad, India, from 8 - 19 October 2012.

The pre session documentation of the meeting will be made available as soon as possible and, in any case, no later than three months in advance of the meeting. The pre session documents and information for participants will also be accessible at the Convention website: <http://www.cbd.int>.

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 could submit to the Secretariat, as soon as possible and no later than **Friday, 28 September 2012**, the credentials of your representative(s) and the names of the alternate representative(s) and advisor(s), for the COP 11. You will find attached herewith, for your convenience, a sample format of appropriate credentials for the meeting, which should be signed by the Head of State or Government or by the Minister of Foreign Affairs, except in the case of regional economic integration organization, in which case it should be signed by the competent authority of that organization. Accreditation of representatives of Parties to this meeting will not be possible without proper credentials.

Subject to the availability of contributions to the Special Voluntary Trust Fund for Facilitating Participation of Parties in Convention process established by Decision III/24, and in accordance with the interim policy adopted by the Bureau in this regard, the Secretariat expects to be in a position to finance the participation of **one representative from eligible countries**. Eligible Parties to the Convention wishing to solicit such assistance are kindly requested to inform the Secretariat of the name and contact information of the designated representative eligible to receive financial support as soon as possible but no later than **30 April 2012**. Please

To: All CBD Focal Points



Secretariat of the Convention on Biological Diversity  
United Nations Environment Programme  
413 Saint-Jacques Street, Suite 800, Montreal, QC, H2Y 1N9, Canada  
Tel : +1 514 288 2220, Fax : +1 514 288 6588  
[secretariat@cbd.int](mailto:secretariat@cbd.int) [www.cbd.int](http://www.cbd.int)



Life in harmony, into the future  
いのちの共生を、未来へ  
COP 10 / MOP 5

note that the Secretariat will be unable to respond positively to requests for financial support after this deadline.

In view of the increased security procedures for travelers and budget constraints, and, in order to allow the maximum number of countries to participate in the meeting, the Secretariat will be using special airfare tickets for sponsored delegates. This imposes restrictions with respect to changes of passenger name, travel date and itinerary. In this regard, it will not be possible for the Secretariat to accommodate name changes after **1 July 2012**.

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

Ahmed Djoghla  
Executive Secretary

SAMPLE FORMAT FOR CREDENTIALS FOR THE  
ELEVENTH MEETING OF THE CONFERENCE OF THE PARTIES  
TO THE CONVENTION ON BIOLOGICAL DIVERSITY (COP 11)

CREDENTIALS

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the eleventh meeting of the Conference of the Parties to the Convention on Biological Diversity to be held in Hyderabad, India from the eighth to the nineteenth of October in the year two thousand and twelve.

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

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

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

**DONE** in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

*Seal and Signature*