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29 July 2014

### REMINDER NOTIFICATION

**Credentials for the  
Seventh meeting of the Conference of the Parties serving as the meeting of the Parties to the  
Cartagena Protocol on Biosafety (COP-MOP 7), 29 September-3 October 2014;**

**Twelfth meeting of the Conference of the Parties to the Convention on  
Biological Diversity (COP 12), 6-17 October 2014; and**

**First meeting of the Conference of the Parties serving as the meeting of  
the Parties to the Nagoya Protocol on Access and Benefit-Sharing (COP-MOP 1),  
13-17 October 2014 – Pyeongchang, Republic of Korea**

Dear Madam/Sir,

I am writing with regard to the credentials of representatives to the above-mentioned meetings that are scheduled to take place from September 29 to 17 October 2014 in Pyeongchang, Republic of Korea. Participation in decision taking at these meetings requires a valid credential.

This is, therefore, a kind reminder to Parties that in accordance with Rule 18 of the rules of procedure, credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Executive Secretary if possible not later than twenty-four hours after the opening of the meetings. Credentials must be issued either by the Head of State or Government or by the Minister of Foreign Affairs, or in the case of a regional economic integration organization, by the competent authority of that organization.

In keeping with the practice, representatives of Parties to the Cartagena Protocol on Biosafety and Parties to the Convention on Biological Diversity are required to submit separate and distinct credentials for COP-MOP 7 and COP 12.

Representatives of Parties to the Convention and those that are due to become Parties to the Nagoya Protocol by COP-MOP 1 could submit one set of credentials for COP 12 and COP-MOP 1.

Sample formats of credentials for each of the above-mentioned meetings are attached herewith.

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

Braulio Ferreira de Souza Dias  
Executive Secretary

Enclosure

To: CBD, CPB and ICNP Focal Points



Convention on  
Biological Diversity

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SAMPLE FORMAT FOR CREDENTIALS FOR THE  
SEVENTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS  
THE MEETING OF THE PARTIES TO THE CARTAGENA PROTOCOL ON  
BIOSAFETY (COP-MOP 7)

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 seventh meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety to be held in Pyeongchang, Republic of Korea from the twenty-ninth of September to the third of October in the year two thousand and fourteen.

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*

SAMPLE FORMAT FOR CREDENTIALS FOR THE  
TWELFTH MEETING OF THE CONFERENCE OF THE PARTIES  
TO THE CONVENTION ON BIOLOGICAL DIVERSITY (COP 12)

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 twelfth meeting of the Conference of the Parties to the Convention on Biological Diversity to be held in Pyeongchang, Republic of Korea from the sixth to the seventeenth of October in the year two thousand and fourteen.

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*

SAMPLE FORMAT FOR CREDENTIALS FOR THE  
TWELFTH MEETING OF THE CONFERENCE OF THE PARTIES  
TO THE CONVENTION ON BIOLOGICAL DIVERSITY (COP 12)  
AND THE  
FIRST MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE  
MEETING OF THE PARTIES TO THE NAGOYA PROTOCOL ON ACCESS AND  
BENEFIT-SHARING (COP-MOP 1)

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 twelfth meeting of the Conference of the Parties to the Convention on Biological Diversity and the first meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access and Benefit-sharing, to be held in Pyeongchang, Republic of Korea from the sixth to the seventeenth of October in the year two thousand and fourteen.

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*