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21 June 2017

## NOTIFICATION

### **Preparation and Registration for the Twenty-first meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA 21), 11 to 14 December 2017, and Tenth meeting of the Ad Hoc Open-ended Working Group on Article 8(j) and Related Provisions (WG8J 10), 13 to 16 December 2017 in Montreal, Canada**

Dear Madam/Sir,

I have the honour to inform you that the twenty-first meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA 21) will be held from 11 to 14 December 2017, and the tenth meeting of the Ad Hoc Working Group on Article 8(j) and Related Provisions (WG8J 10) will be held from 13 to 16 December 2017, in Montreal, Canada, at the Palais des congrès de Montréal.

The pre-session and other relevant documentation for these meetings, as well as the Information Note for Participants, will be made available in due course, at the following respective webpages: <https://www.cbd.int/doc/?meeting=SBSTTA-21> and <https://www.cbd.int/doc/?meeting=WG8J-10>.

#### *Preparatory process*

For information on the preparatory processes and milestones towards the meetings, please visit: <https://www.cbd.int/sbstta/preparation/default.shtml> and <https://www.cbd.int/traditional/preparation/default.shtml>.

Documents to be peer-reviewed will be posted on: <https://www.cbd.int/sbstta21-wg8j10/review>. This webpage will be updated from time to time. Please note that these documents are unedited drafts, for comments only, and **not for citation or other uses**. Kindly send your suggested changes and comments to the Secretariat by e-mail at: [secretariat@cbd.int](mailto:secretariat@cbd.int) or by fax at +1 514 288 6588, using the template from the peer review webpage. The deadline for submitting comments will be indicated under each document.

#### *Registration*

In accordance with rule 18 of the Rules of Procedure for meetings of the Conference of the Parties, the designation of representatives to attend SBSTTA 21 and WG8J 10 meetings should be addressed to the CBD Executive Secretary through an official letter of nomination sent as a scanned e-mail attachment to: [secretariat@cbd.int](mailto:secretariat@cbd.int) or by fax at +1 514-288-6588, preferably by **15 November 2017**. The designated delegates coming from countries that require a visa to enter Canada should contact the nearest Canadian diplomatic or consular mission without delay in order to secure the required entry visa in a timely manner, prior to departure. Please note that airline companies will not allow boarding in the absence of a valid visa. Information regarding online registration for the meetings will be provided in due course. Early registration is encouraged.

Please note that subject to the availability of contributions to the Special Voluntary Trust Fund (BZ), the Secretariat will be in a position to finance the participation of one representative (in both meetings, i.e. SBSTTA 21 and WG8J 10) from each of the developing countries Parties to the Convention, in particular the least developed countries and small island developing States, as well as countries with economies in transition. Parties to the Convention eligible to receive financial support that

To: CBD National Focal Points, SBSTTA Focal Points, UN Organizations and Specialized Agencies, IGOs, NGOs, and Indigenous Organizations

wish to solicit such assistance are kindly requested to advise the Secretariat at their earliest convenience, but no later than **29 September 2017**, of the name and coordinates of their Government's officially designated representative to benefit from such financial support. It will not be possible for the Secretariat to respond positively to request for funding received after this deadline.

The Secretariat would like to seize this opportunity to request that the nomination of potentially funded delegates from Parties be accompanied with a duly filled [HR Mini Master Request Form](#) in Word format and a photocopy of the valid national passport in PDF format.

Due to the increased security procedures for travellers and budget constraints, and with a view to enable the participation of a maximum number of countries in the meetings, the Secretariat will be using special airfare tickets for sponsored delegates that impose restrictions with respect to the changing of passenger's name, travel dates and itinerary. Please note, therefore, that it will not be possible for the Secretariat to accommodate name changes after ticket has been issued.

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

Cristiana Paşca Palmer, PhD  
Executive Secretary