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7 May 2018

NOTIFICATION

Registration and Credentials for Fourteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP 14),

Ninth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP 9), and

Third meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (COP-MOP 3)

17-29 November 2018 – Sharm El-Sheikh, Egypt

Dear Madam/Sir,

I have the honour to inform you that, at the invitation of the Government of the Arab Republic of Egypt, the fourteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP 14), the ninth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP 9), and the third 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 3), will be held concurrently from 17 to 29 November 2018 in Sharm El-Sheikh, Egypt. These meetings will be preceded by the High-Level Segment and the African Ministerial Summit, and collectively will be known informally as the “UN Biodiversity Conference 2018”. Please note the change of dates from those previously indicated on the CBD website.

The provisional agendas of the meetings, as approved by the Bureau of the Conference of the Parties, are available on the CBD website¹. The annotated agenda will be made available six months prior to the meetings. Other pre-session documentation will be made available as soon as practicable and, in any case, no later than six weeks prior to the meetings. The pre-session documents and information for participants will be accessible at the respective meetings webpages. Additional information on the organization of the meetings, including its high-level segment, will be made available in due course.

Registration (Governments)

In accordance with rule 18 of the Rules of Procedure for meetings of the Conference of the Parties, Governments could submit the designation of their representatives to attend COP 14, COP-MOP 9 and/or COP-MOP 3 meetings through an official letter of nomination addressed to the CBD Executive Secretary, providing the names and contact details of their delegation, as well as the title of the meeting or

¹ <http://www.cbd.int/doc/?meeting=COP-14>
<https://www.cbd.int/meetings/CP-MOP-09>
<https://www.cbd.int/meetings/NP-MOP-03>

To: CBD National Focal Points, Cartagena Protocol Focal Points, Nagoya Protocol Focal Points, UN Organizations and Specialized Agencies, IGOs, NGOs, and indigenous people and local communities, and other stakeholders

meetings they wish to attend. The letter should be submitted to the Secretariat by e-mail to: secretariat@cbd.int or by fax at +1 514-288-6588, as soon as possible and preferably by **31 October 2018**.

Information regarding online registration for the meetings will be provided in due course. Early registration is encouraged.

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 for the three meetings. Eligible Parties to the Convention wishing to solicit such assistance are kindly requested to inform the Secretariat through an official letter of the name and contact information of the designated representative to receive financial support as soon as possible but no later than **15 September 2018**. Please note that the Secretariat will be unable to respond positively to requests for financial support after this deadline.

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.

Registration (Organizations)

In accordance with rules 6 and 7 of the Rules of Procedure for meetings of the Conference of the Parties, the COP 14, COP-MOP 9 and COP-MOP 3 meetings are open to organizations and agencies, whether governmental or non-governmental, qualified in fields relating to the conservation and sustainable use of biological diversity, which have informed the Secretariat of their wish to be represented at the meetings.

Registration of representatives from these organizations is subject to the receipt of an official letter addressed to the CBD Executive Secretary, providing the names and contact details of their delegation, as well as the title of the meeting or meetings they wish to attend. The letter should be submitted to the Secretariat by e-mail to: secretariat@cbd.int or by fax at +1 514-288-6588, as soon as possible and preferably by **31 October 2018**.

Information regarding online registration for the meetings will be provided in due course. Early registration is encouraged.

Credentials

I wish to remind Parties to the Convention on Biological Diversity, the Cartagena Protocol and the Nagoya Protocol that, in accordance with rule 18 of the rules of procedure for meetings of the Conference of the Parties, credentials of representatives and the names of alternate representatives and advisers must be submitted to the Secretariat no later than 24 hours after the opening of the meetings to confirm that the delegates have been duly appointed, authorized and empowered to represent their country at the meetings. The credentials must 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. You will find attached herewith, for your convenience, a sample format of appropriate credentials.

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

Cristiana Paşca Palmer, PhD
Executive Secretary

Enclosures

Annex A

**SAMPLE CREDENTIAL FOR THE
FOURTEENTH MEETING OF THE CONFERENCE OF THE PARTIES
TO THE CONVENTION ON BIOLOGICAL DIVERSITY (COP 14)**

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 **fourteenth meeting of the Conference of the Parties to the Convention on Biological Diversity** to be held in Sharm El-Sheikh, Egypt from the seventeenth to the twenty-ninth of November, (and the preceding High-Level Segment on the fourteenth and fifteenth of November) in the year two thousand and eighteen.

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 CREDENTIAL FOR THE
NINTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE
MEETING OF THE PARTIES TO THE CARTAGENA PROTOCOL ON BIOSAFETY
(COP-MOP 9)**

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 **ninth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety** to be held in Sharm El-Sheikh, Egypt from the seventeenth to the twenty-ninth of November, (and the preceding High-Level Segment on the fourteenth and fifteenth of November) in the year two thousand and eighteen.

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 CREDENTIAL FOR THE
THIRD MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE
MEETING OF THE PARTIES TO THE NAGOYA PROTOCOL ON ACCESS TO
GENETIC RESOURCES AND THE FAIR AND EQUITABLE SHARING OF BENEFITS
ARISING FROM THEIR UTILIZATION (COP-MOP 3)**

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 **third meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization** to be held in Sharm El-Sheikh, Egypt from the seventeenth to the twenty-ninth of November, (and the preceding High-Level Segment on the fourteenth and fifteenth of November) in the year two thousand and eighteen.

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 CREDENTIAL FOR

**FOURTEENTH MEETING OF THE CONFERENCE OF THE PARTIES TO THE
CONVENTION ON BIOLOGICAL DIVERSITY (COP 14)**

AND

**NINTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE
MEETING OF THE PARTIES TO THE
CARTAGENA PROTOCOL ON BIOSAFETY (COP-MOP 9)**

CREDENTIAL

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 **fourteenth meeting of the Conference of the Parties to the Convention on Biological Diversity and the ninth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety** to be held in Sharm El-Sheikh, Egypt from the seventeenth to the twenty-ninth of November, (and the preceding High-Level Segment on the fourteenth and fifteenth of November) in the year two thousand and eighteen.

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 CREDENTIAL FOR

**FOURTEENTH MEETING OF THE CONFERENCE OF THE PARTIES TO THE
CONVENTION ON BIOLOGICAL DIVERSITY (COP 14)**

AND

**THIRD MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE
MEETING OF THE PARTIES TO THE NAGOYA PROTOCOL ON ACCESS TO
GENETIC RESOURCES AND THE FAIR AND EQUITABLE SHARING OF BENEFITS
ARISING FROM THEIR UTILIZATION (COP-MOP 3)**

CREDENTIAL

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 **fourteenth meeting of the Conference of the Parties to the Convention on Biological Diversity and the third meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization** to be held in Sharm El-Sheikh, Egypt from the seventeenth to the twenty-ninth of November, (and the preceding High-Level Segment on the fourteenth and fifteenth of November) in the year two thousand and eighteen.

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 CREDENTIAL FOR

**FOURTEENTH MEETING OF THE CONFERENCE OF THE PARTIES TO THE
CONVENTION ON BIOLOGICAL DIVERSITY (COP 14),**

**NINTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE
MEETING OF THE PARTIES TO THE
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AND

**THIRD MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE
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CREDENTIAL

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 **fourteenth meeting of the Conference of the Parties to the Convention on Biological Diversity, the ninth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety, and the third meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization** to be held in Sharm El-Sheikh, Egypt from the seventeenth to the twenty-ninth of November, (and the preceding High-Level Segment on the fourteenth and fifteenth of November) in the year two thousand and eighteen.

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