Ref.: SCBD/OES/CPP/WDY/87388 7 September 2018

**REMINDER NOTIFICATION**

**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,

Further to notification [2018-045](https://www.cbd.int/doc/notifications/2018/ntf-2018-045-biodiversity-conference-en.pdf), 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.

Following previous practice, representatives of Parties to the Convention that are also Parties to the Cartagena Protocol and/or the Nagoya Protocol may submit a single set of credentials for the fourteenth meeting of the Conference of the Parties to the Convention, the ninth meeting of the Parties to the Cartagena Protocol and/or the third meeting of the Parties to the Nagoya Protocol.

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

 Cristiana Paşca Palmer, PhD

 Executive Secretary

Enclosures:

Sample credentials

To: National Focal Points of the Convention on Biological Diversity, the Cartagena Protocol on Biosafety and the Nagoya Protocol on Access and Benefit-sharing

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**

**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)**

**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*