



Ref.: SCBD/OES/EM/DC/89067

24 August 2020

NOTIFICATION

Extraordinary meeting of the Conference of the Parties to the Convention and the meetings of the Parties to the Cartagena and Nagoya Protocols

Dear Madam/Sir,

I am honoured to convey a request from the President of the Conference of the Parties, Her Excellency Dr. Yasmine Fouad, Minister of Environment of Egypt, regarding the convening of an extraordinary meeting of the Conference of the Parties to the Convention (COP) and the meetings of the Parties to the Cartagena and Nagoya Protocols (COP-MOPs), for the purpose of considering and approving an interim budget for the Secretariat's operations in 2021. This has become necessary taking into account the current budget of the Secretariat runs out on 31 December 2020, the postponement of COP 15 and the need to keep the Secretariat operating, as well as enable Parties to pay their dues in 2021.

According to the Rules of Procedure, extraordinary meetings of the COP or the COP-MOPs can be convened as may be deemed necessary by the COP or the COP-MOPs or at the request of any Party and supported by at least one third of the Parties. This is provided in Article 23, paragraph 2 of the CBD, Article 29, paragraph 7 of the Cartagena Protocol and Article 26, paragraph 7 of the Nagoya Protocol, or, rule 4 of the rules of procedure of the meetings of the COP which also applies, *mutatis mutandis*, to the meetings of the COP-MOPs.

In the event that the above request made by H.E. Dr. Fouad is accepted, the Secretariat would prepare and circulate a proposal for an interim budget for 2021 as soon as possible and not later than six weeks before the date of the extraordinary meetings. It is envisaged that the COP and the concurrent COP-MOPs would consider the draft decision for approval either through a silence/written procedure or virtual meeting that would take place within the period 16 to 19 November 2020. Informal consultations in this regard would also be facilitated through the members of the COP Bureau.

Should the extraordinary meetings proceed, the Parties would also need to submit credentials, in accordance with rule 18 of the rules of procedure, to take part in such a meeting and participate in decision-taking procedures. I, therefore, request you to initiate national processes in a timely manner. The Secretariat recognizes the difficulties that some representatives of Parties might face in obtaining credentials due to the disruptions caused by the pandemic situation. In that regard, further information on the modalities for the submission of credentials is attached along with the templates.

I, therefore, invite Parties to indicate their support for the proposal through an official letter addressed to the CBD Executive Secretary. The official letter should be sent as a scanned attachment by e-mail to secretariat@cbd.int as soon as possible and no later than 4 September 2020.

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

Elizabeth Maruma Mrema
Executive Secretary

Enclosure

To: CBD National Focal Points, Cartagena Protocol Focal Points, ABS Focal Points

REQUIREMENTS AND MODALITIES ON THE SUBMISSION OF CREDENTIALS

1. The second extraordinary meeting of the Conference of the Parties to the Convention and the first extraordinary meetings of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol and the Nagoya Protocol are proposed to take place during the period 16 to 19 November 2020, either through a written/silence procedure or virtual setting.
2. In accordance with rule 18 of the rules of procedure for meetings of the COP, which also applies, *mutatis mutandis*, to the COP-MOPs of the Cartagena and Nagoya Protocols, credentials of representatives of States Parties to the Convention and the Cartagena and Nagoya Protocols, as well as the names of alternate representatives and advisers, must be submitted to the Secretariat as soon as possible but no later than five working days before the opening of the extraordinary meetings in order to confirm that delegates have been duly appointed, authorized and empowered to represent their country at the meetings. Any later change in the composition of the delegation shall also be communicated to the Secretariat.
3. The 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 a competent authority of that organization. A credential should indicate the date and place where it was issued, be signed by the competent authority and indicate the title of the signatory. In the case of a person acting ad interim, as the Head of State or Government or as the Minister of Foreign Affairs, the title must indicate that the person is exercising such powers ad interim. In this respect, the Secretariat will accept the following formulations: Acting President, Acting Prime Minister, Acting Minister of Foreign Affairs, President ad interim, Prime Minister ad interim and Minister of Foreign Affairs ad interim.
4. In the case of Parties where obtaining valid credentials becomes difficult due to disruptions to normal government procedures and processes, representatives may submit a note verbal on their nomination issued by any appropriate diplomatic mission of their country. In the event this is not also possible, nominations by national focal points may be submitted. Those Parties that would not be able to submit credential, in accordance with rule 18 of the rules of procedure, due to difficulties posed by the current pandemic situation, shall submit valid credential as soon as the situation enables them to do so.
5. Parties to the Convention that are also Parties to Cartagena Protocol and/or Nagoya Protocol may submit one set of credentials covering the participation of their representatives in the Ex-COP and the Ex-COP-MOPs.
6. Sample formats of credentials are attached herewith.

**SAMPLE CREDENTIAL FOR THE
SECOND EXTRAORDINARY MEETING OF THE CONFERENCE OF THE PARTIES
TO THE CONVENTION ON BIOLOGICAL DIVERSITY**

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 **second extraordinary meeting of the Conference of the Parties to the Convention on Biological Diversity** to be held from the sixteenth to the nineteenth of November, in the year two thousand and twenty.

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
FIRST EXTRAORDINARY MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE
MEETING OF THE PARTIES TO THE
CARTAGENA PROTOCOL ON BIOSAFETY**

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 **first extraordinary meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety** to be held from the sixteenth to the nineteenth of November, in the year two thousand and twenty.

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
FIRST EXTRAORDINARY 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**

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 **first extraordinary 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 from the sixteenth to the nineteenth of November, in the year two thousand and twenty.

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
SECOND EXTRAORDINARY MEETING OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON
BIOLOGICAL DIVERSITY**

AND THE

**FIRST EXTRAORDINARY MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF
THE PARTIES TO THE
CARTAGENA PROTOCOL ON BIOSAFETY**

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

Seal and Signature

**SAMPLE CREDENTIAL FOR THE
SECOND EXTRAORDINARY MEETING OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON
BIOLOGICAL DIVERSITY**

AND THE

**FIRST EXTRAORDINARY 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
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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

**SECOND EXTRAORDINARY MEETING OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON
BIOLOGICAL DIVERSITY,**

**FIRST EXTRAORDINARY MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF
THE PARTIES TO THE CARTAGENA PROTOCOL ON BIOSAFETY,**

AND THE

**FIRST EXTRAORDINARY MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF
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