

**NOTIFICATION**  
**Informal sessions of SBSTTA 24 and SBI 3: Organization of Work**

Dear Madam/Sir,

Further to notification [2021-005](#) issued on 6 January 2021, I am pleased to provide you with additional information regarding **the organization of work for the virtual informal sessions of SBSTTA 24 and SBI 3.**

As communicated in the previous notification, informal sessions of SBSTTA and SBI will be convened virtually, as follows:

- Informal session in preparation for SBSTTA 24: **17-19 February** and **24-26 February 2021**;
- Informal session in preparation for SBI 3: **8-12 March** and **14 March 2021.**

All sessions will last three hours per day and will be held from 7:00 a.m. to 10:00 a.m. EST.

The virtual informal sessions are intended to help to maintain momentum in the preparation for the fifteenth meeting of the Conference of the Parties (COP 15) and related meetings, including important work related to the development of the post-2020 global biodiversity framework. The sessions will facilitate preparations for the subsequent formal meetings of the two bodies. The sessions will provide opportunities for statements by Parties and observers on the issues on the agenda of SBSTTA 24 and SBI 3. They will also provide an opportunity for participants to further familiarize themselves with the practice of virtual meetings and interactions. However, no decisions or formal outcomes or conference room papers will be prepared at the informal sessions.

Following consultations with the Bureau of the Conference of the Parties, the SBSTTA Bureau, the Chair of SBSTTA and the Chair of SBI have prepared **scenario notes** on the organization of work for these informal sessions. The scenario notes provide detailed information on the key elements of the sessions, including the process for delivering statements and the proposed schedule for the consideration of agenda items. The respective scenario notes are available at: <https://www.cbd.int/conferences/sbstta24-sbi3>. The Secretariat will be updating this webpage as new information becomes available, including the connection details for the sessions and additional background documentation.

Please note that the provisional agendas and documents for SBSTTA 24 and SBI 3 are available on the respective meeting webpages at: <https://www.cbd.int/doc/?meeting=SBSTTA-24> and <https://www.cbd.int/doc/?meeting=SBI-03>, which are also accessible via the aforementioned link.

As per the practice for formal meetings of the subsidiary bodies, the designation of representatives to participate in the above informal sessions should be addressed to the CBD Executive Secretary through an official letter of nomination, to be sent by e-mail to [secretariat@cbd.int](mailto:secretariat@cbd.int) or by fax at +1 514-288-6588. Please note that the deadline for submission of nominations has been extended to **9 February 2021.**

I look forward to your active participation in these important sessions.

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

Elizabeth Maruma Mrema  
Executive Secretary

To: CBD National Focal Points, SBSTTA Focal Points, indigenous peoples and local communities and relevant organizations, Cartagena Protocol Focal Points, ABS Focal Points

