

## NOTIFICATION

### Registration for the Sixteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP 16) and the concurrent meetings of the Parties to the Cartagena and Nagoya Protocols, and for the Fifth meeting of the Subsidiary Body on Implementation

Dear Sir or Madam,

As you are aware, the sixteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP 16), the eleventh meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP 11), and the fifth 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 5), will be held concurrently from 21 October to 1 November 2024 in Cali, Colombia, hereinafter “the Meetings” and also referred informally as the “UN Biodiversity Conference 2024”. COP 16 will be preceded by the fifth meeting of the Subsidiary Body on Implementation (SBI 5), to take place from 16 to 18 October 2024.

The provisional agendas of the Meetings, as approved by the Bureau of the Conference of the Parties, will be made available on the CBD website<sup>1</sup> as soon as practicable and, in any case, no later than three months prior to the Meetings, and the other relevant documentation no later than six weeks prior to the Meetings.

Additional information on the organization of the Meetings will be made available in due course. Also, work is underway to finalize the “Information Note for Participants” for the Meetings, which will be posted on the conference website when ready.

#### Governments

##### *a) Nominations*

In accordance with the Rules of Procedure for meetings of the Conference of the Parties, Governments are invited to submit the designation of their representatives to attend COP 16, COP-MOP 11 and/or COP-MOP 5 meetings, as well as SBI 5, through an official letter of nomination addressed to the Executive Secretary of the Convention on Biological Diversity (CBD), providing the names and contact details of their delegation, and clearly indicating 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](mailto:secretariat@cbd.int), as soon as possible and preferably by **15 September 2024**.

##### *b) Funding support*

Subject to the availability of contributions to the Special Voluntary Trust Fund for Facilitating Participation of Parties in Convention processes, the Secretariat will be in a position to finance the participation of **two representatives** for the Meetings, including SBI 5, from each eligible country Party, i.e. developing countries Parties to the Convention, in particular the least developed countries and small island developing States, as well as Parties with economies in transition. Eligible Parties to the Convention wishing to solicit such assistance are kindly requested to inform the Secretariat, through an **official letter**, of the name(s) and contact information of the designated representative(s) to receive financial support, indicating the order of funding priority between the two representatives, as soon as possible but no later than **1 August 2024**. Should additional funds be received, the Secretariat may consider funding a third representative from eligible country Parties.

<sup>1</sup> <https://www.cbd.int/conferences/2024>

To: CBD national focal Points, Cartagena Protocol focal points, ABS focal points, SBSTTA focal points, indigenous people and local communities, and relevant stakeholders

In order for travel arrangements to comply with the UN rules and regulations, funding requests submitted after the above deadline cannot be guaranteed.

**c) 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 (i.e. 22 October 2024) to confirm that the delegates have been duly appointed, authorized and empowered to represent their country at the Meetings. To facilitate the smooth proceedings of the Meetings, Parties are strongly encouraged to provide their credentials well in advance of the Meetings and preferably by 4 October 2024.

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 organizations, in which case it should be signed by the competent authority of that organization. Credentials shall be delivered in their original form. Some representatives of Parties might face difficulties in obtaining credentials in a timely manner. I, therefore, kindly request Parties to initiate national processes well in advance. For your convenience, sample formats of appropriate credentials are available here (<https://www.cbd.int/doc/meetings/cop/cop-16/cop-16-credentials-template-en.docx>). Please note that credentials are not required for the SBI 5 meeting.

**Organizations**

In accordance with the Rules of Procedure for meetings of the Conference of the Parties, the COP 16, COP-MOP 11 and COP-MOP 5 meetings, as well as SBI 5, are open to organizations and agencies, whether governmental or nongovernmental, 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 these meetings.

**a) Nominations - Accredited organizations**

For organizations already accredited as observers to CBD 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, and clearly indicating 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](mailto:secretariat@cbd.int), as soon as possible and preferably by **15 September 2024**.

**b) Nominations – New organizations requesting admission as observer**

For new organizations requesting admission as observer – submission of applications should include the following documents:

- 1) Expression of interest in the form of an official letter (on organization's letterhead), signed by head of organization, providing a statement demonstrating the organization's qualifications in fields relating to the conservation and sustainable use of biological diversity. The letter should indicate a clear request for the organization to be represented at the meeting (name of meeting or meetings should be stated), as well as the name and full contact details of the organization's representatives to participate.
- 2) A copy of the organization's statutes/by-laws or terms of reference demonstrating the organization's legitimacy as a bona fide organization constituted in its home country.
- 3) A copy of the organization's certificate of registration/incorporation, as issued by a government authority where organization is located.
- 4) Any other relevant information.

The letter and supporting documentation should be submitted to the Secretariat by e-mail to: [secretariat@cbd.int](mailto:secretariat@cbd.int) by **31 August 2024**. Only complete applications will be given due consideration. Further details on CBD observer admission process can be found at: <https://www.cbd.int/ngo/meetings.shtml>.

***c) Indigenous peoples and local communities***

In accordance with the criteria for the operations of the Voluntary Funding Mechanism to Facilitate the Participation of Indigenous and Local Communities in the Work of the Convention on Biological Diversity (VB Trust Fund) and subject to the availability of funds, representatives of indigenous peoples and local communities are invited to submit a request for financial assistance for consideration for the meetings, at their earliest convenience but no later than **22 July 2024**. Only applications from accredited organizations to CBD from indigenous peoples and local communities will be given due consideration.

Further information on the voluntary funding mechanism process can be found [here](#) . A list of beneficiaries from the indigenous peoples and local communities will be communicated via notification and selected participants will be contacted directly by the Secretariat regarding the necessary arrangements.

***Online registration***

Online registration for the above meetings is expected to open in July 2024. Further information regarding online registration will be provided in due course. Early registration is encouraged.

***High-Level Segment***

I also wish to inform Parties and observers that the Government of Colombia will convene a high-level segment to galvanize leadership and political momentum in support for the effective implementation of the Kunming-Montreal Global Biodiversity Framework (also referred to as the Biodiversity Plan) and other decisions expected to be adopted at the Meetings. Further information on the organization and modalities of this important high-level segment will be made available in due course.

I look forward to your participation in the UN Biodiversity Conference 2024, a unique global event that is expected to play a significant role in mobilizing the international community to strengthen the means of implementation of the Biodiversity Plan and ensure the successful achievement of its goals and targets.

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

*(Signed)* David **Cooper**  
Acting Executive Secretary