

Notification 2024/002

1 February 2024

NOTIFICATION TO THE PARTIES

FINAL PREPARATIONS FOR THE CMS COP14

The CMS Secretariat is pleased to share additional information in preparation for the Fourteenth Conference of the Parties to the Convention on the Conservation of Migratory Species of Wild Animals (COP14) and associated events scheduled to be held in Samarkand, Uzbekistan, between 12 and 17 February 2024, namely:

1. Registration to COP – closing date
2. Badges for entry to COP14 Venue
3. Meeting Schedule and Annotated Agenda
4. High-level Segment
5. COP Opening
6. Champion Night
7. Side-events
8. Nominations and Elections for Subsidiary Bodies
9. Credentials
10. Voting Rights
11. Payment of assessed contributions
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Annex – Sample Letter of Credentials

1. Registration to COP

We urge all Parties to complete registrations promptly via the dedicated website: [COP14 Registration](#). The last day to register online is **6 February 2024**, after that, online registration will be closed.

2. Badges for entry to COP14 Venue

All delegates are strongly encouraged to collect their badges from the Registration tent on 10 or 11 February 2024. On-site registration will commence on Saturday, 10 February 2024, from 15:00 until 18:00 and will continue daily from 08:00 until 18:00.

If possible, the registration tent will be opened earlier on the morning of 12 February 2024. The exact opening time will be announced at a later date on the CMS COP14 website.

Delegates are reminded to bring their passport for the collection of badges. Funded delegates must bring their boarding passes to collect their DSA.

3. Meeting Schedule and Annotated Agenda

The [Annotated Agenda](#) and [Meeting Schedule](#) have been published on the meeting document webpage. Kindly note the following:

- The 54th meeting of the Standing Committee will take place on Sunday, 11 February 2024 in the morning.
- A High-level Segment will take place on Sunday, 11 February 2024 in the afternoon.
- COP14 will officially open on Monday, 12 February 2024 and conclude on Saturday, 17 February 2024.
- Regional groups can hold daily morning meetings (08:00 to 09:15) at the venue starting from Sunday, 11 February 2024.
- Champion Night is scheduled for Monday, 12 February 2024 followed by a reception hosted by the Government of Uzbekistan.
- The 55th meeting of the Standing Committee will take place immediately after the closing of the COP on Saturday, 17 February 2024.

4. High-level Segment – Sunday, 11 February 2024

The High-level Segment of CMS COP14 will take place on Sunday, 11 February 2024, from 14:00 to 18:00 in the Plenary Room of the venue. It will feature special dialogues among Ministers, Executives of international organizations, and other high-level representatives with a focus on strengthening international and transboundary cooperation for the conservation of migratory species.

The event is open to all COP participants holding a Conference badge. English, French, Spanish, Russian and Uzbek interpretation will be provided.

Further information on the High-level Segment will be made available on the CMS website.

5. COP Opening – Monday, 12 February 2024

All delegates must be seated in the plenary room between 08:30 to 09:00 on Monday, 12 February to be able to attend the opening session. The exact time will be confirmed closer to the COP Opening, on the [CMS COP14 website](#).

All delegates holding a Conference badge may attend the Opening Session and should arrive early on 12 February 2024 to allow time to pass through security and take their seats.

6. Champion Night – Monday 12 February 2024

The Champion Night will take place on Monday, 12 February at 19:30 at the 'Ayvon' restaurant, located within the Samarkand Silk Road Congress Center. Shuttles will be provided from the main building.

The Champion Night will comprise an Award Ceremony of the Migratory Species Champion Programme and will be followed by a reception at the same venue.

The event will honor new Champions and showcase how their support has contributed to advancing the work of CMS.

The event is open to all COP participants holding a Conference badge.

For further information, please contact Ms Vittoria Semplici vittoria.semplici@un.org.

7. Side-events

The schedule for side events and special events and contact details for the caterer are available on the [COP14 side event webpage](#).

8. Nominations and Elections for Subsidiary Bodies

The appointment of new regional members of the Standing Committee and Party-appointed Councillors and COP-appointed Councillors of the Sessional Committee of the Scientific Council is an important agenda item at COP14. The Secretariat encourages delegates to discuss this matter within the regional groups early during the week to be able to inform the Bureau of the regional nominations by Wednesday, 15 February 2024.

As regards the Sessional Committee of the Scientific Council, COP14 will appoint COP-appointed Councillors for the subject areas of Aquatic Mammals and Climate Change to replace two COP-appointed Councillors who are stepping down from their positions. COP14 will further consider the renewal of the current mandates or appointment of new Party-appointed members of the Sessional Committee of the Scientific Council to prolong the mandate or replace the Party-appointed members who have completed at least two terms by the time of COP14.

Parties are reminded to consider the list of CMS Parties with contributions in arrears of three years or more to ensure adherence to paragraph 10 of UNEP/CMS/Resolution 13.2 *Financial and Administrative Matters*.

9. Credentials

As per Rule 3(2), all credentials shall be submitted to the Secretariat of the Convention in their original form, on letterhead of the official (Head of State, Head of Government or Minister of Foreign Affairs) enabling the Representative to participate at the meeting, together with a translation into English, French or Spanish if they are not in one of these languages. A sample of the letter of credentials is annexed. Under Rule 3(5), representatives are encouraged to submit credentials to the Secretariat before the meeting for efficient processing by the Secretariat and Credentials Committee.

Please remember to bring the original copy of your delegation's credentials to registration if it was not submitted to the Secretariat in advance. Parties are advised to carefully consider the credentials of their representatives. Representatives must be granted powers by an appropriate authority. Please find a sample letter of credentials annexed to this notification.

Credentials submitted for the original dates of COP14 (23 to 28 October 2023) remain valid with an unchanged delegation. Any additional delegate would be required to obtain credentials for 12 to 17 February 2024.

10. Voting Rights

Parties are reminded of Rule 20 (2) regarding voting rights. Representatives of Parties three or more years in arrears for their assessed contributions as of the opening day of the COP14 (12 February 2024) are ineligible to vote.

The COP may allow voting if the delay arises from exceptional circumstances. Parties should communicate such circumstances in advance to the Standing Committee for consideration.

11. Payment of assessed contributions

Assessed contributions should be paid in compliance with paragraph 8 of Annex 5 of UNEP/CMS/Resolution 13.2 *Financial and Administrative Matters*.

We urge Parties to clear their arrears before the opening of the COP. Cash payment shall not be accepted during COP14.

12. Statements under Agenda Item 10.1

The Secretariat proposes that the statements under Agenda Item 10.1 be delivered by regional groups instead of individual Parties, where possible. Please coordinate within your regional groups in the event that a regional statement will be delivered.

13. Interpretation

Interpretation will be provided in English, French and Spanish during the Standing Committee meetings, and plenary sessions of the COP and the COW. No interpretation will be provided during the regional coordination meetings, working group meetings, side-events, and other events on the margins.

To facilitate the work of the interpreters, Parties and observers are encouraged to submit their interventions and statements in advance to the following address: cms.cop14@cms.int.

14. Offers to Host COP15

Parties are encouraged to consider offering to host COP15, and to come to COP14 prepared to announce any offers.

15. Accommodation for funded delegates

Funded delegates are reminded that they must book and pay for their own accommodation, as they will receive full DSA. For hotel options, see the [Information Note](#) on the CMS website or commercial hotel booking sites.

16. Information Note

All delegates are encouraged to consult the [Information Note](#) for additional details and guidance.

17. Communications

Delegates wishing to communicate about the COP in various communication and social media platforms are invited to make use of the [communication toolkit](#) provided by the Secretariat.

SAMPLE LETTER OF CREDENTIALS

**Official Letterhead of the Head of State, Head of Government or
Minister of Foreign Affairs**

The Executive Secretary,
CMS Secretariat,
Bonn, Germany

In the name of the Government of [*name of country*], the undersigned [*name of Head of State, Head of Government or Minister of Foreign Affairs*], do hereby appoint:

Representative:

[*Full Name of Representative*], [*Title*], [*Organisation*]

Alternate representative {where applicable}:

[*Full Name of Alternate Representative*], [*Title*], [*Organisation*]

to represent the Government of [*name of country*] in the Fourteenth Meeting of the Conference of the Parties to the Convention on the Conservation of Migratory Species of Wild Animals (CMS) to be held in Samarkand, Uzbekistan from 12 -17 February 2024.

The said Representative {and Alternate Representative(s)} are fully authorised to take part in the meeting, to transact all such matters as may pertain to its work, to vote with the other representatives in accordance with the agreed procedures, and to adopt amendments to the Appendices to the Convention and resolutions and recommendations on substantive topics, including financial matters. *

In witness whereof, I, [*name of Minister*], have signed this Letter of Credentials and affixed hereto my official seal.

Done in [City], Date

Signature

Official Seal

* If a Party wishes to authorize its representative to sign a CMS Memorandum of Understanding, the Head of State, Head of Government or Minister of Foreign Affairs must specifically grant that authority, known as "full powers", by including the following sentence in its letter: I, [name and title of the Head of State, Head of Government or Minister for Foreign Affairs], HEREBY AUTHORIZE [name and title of representative] to sign the [title of the Memorandum of Understanding] on behalf of the Government of [name of State].