

Notification 2023/033

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16 October 2023

## NOTIFICATION TO THE PARTIES

### **Letters of support, credentials and process for the first extraordinary meeting of the Conference of the Parties to the Convention on the Conservation of Migratory Species**

As communicated in Notification [2023/028](#), issued on 29 September 2023, the Secretariat has launched a process to convene the first extraordinary meeting of the Conference of the Parties to the Convention on the Conservation of Migratory Species of Wild Animals (ExCOP1), which will be held remotely from **28 to 30 November 2023** for the adoption of an interim budget for 2024 through a silence procedure.

#### **Extension of the deadline for the submission of official letters supporting the convening of ExCOP1.**

Article VII, Paragraph 3, of the Convention provides that the Secretariat shall convene an extraordinary meeting of the COP on the written request of at least one-third of the Parties. The Secretariat would like to thank the Parties that have submitted their letters for their prompt response and support. As of today, **24 official letters** requesting the convening of ExCOP1 have been received.

The Secretariat thus urges Parties to send official letters signed by their National Focal Points. The official letter should be addressed to the CMS Executive Secretary and sent as a scanned attachment by email to [cms.secretariat@cms.int](mailto:cms.secretariat@cms.int) by the extended deadline of **20 October 2023**. A template of the letter is attached in Annex 1.

#### **Documents**

The provisional agenda of the meeting, and one draft resolution regarding the interim budget, will be published on the ExCOP1 website at least **3 weeks** before the opening of the extraordinary meeting of the COP.

#### **Credentials**

Parties are requested to pay particular attention to the credentials of their representatives. The credentials are necessary for ensuring that representatives have the authority to make decisions on behalf of their country.

Representatives of Parties need to be granted powers by an appropriate authority enabling them to participate and represent their governments. As per Rule 3 (5) of the Rules of Procedure of the Conference of the Parties (COP ROP), representatives are encouraged to

<http://www.cms.int/en/news/notifications>

submit their credentials as soon as possible, and **no later than 27 November**, to allow efficient processing by the Secretariat and Credentials Committee.

Due to the exceptional nature of the meeting, an electronic copy of the credentials will be accepted on the understanding that a hard copy will be presented to the Secretariat as soon as possible by postal correspondence. The credentials should be sent as a scanned attachment by email to [cms.secretariat@cms.int](mailto:cms.secretariat@cms.int). A sample letter of credentials that Parties may wish to use as a model is attached in Annex 2.

Parties may also consider issuing one letter of credentials for both the ExCOP1 and COP14 as long as the names of both meetings are clearly stated and all other requirements for the validity of credentials are met.

### **Credentials Committee**

Rule 3 (3) of the COP ROP establishes that a Credentials Committee of not more than five representatives from at least three regions shall examine submitted credentials and shall report thereon to the meeting.

Parties are encouraged to consult within their regions and nominate the members of the Committee by **17 November 2023**. Please send the nomination to the Secretariat at [cms.secretariat@cms.int](mailto:cms.secretariat@cms.int)

### **Opening of the ExCOP1 and adoption of interim budget by Silence Procedure**

On 28 November 2023, the Secretariat will send a communication on behalf of the CMS COP Presidency (India) as presiding officer to all registered participants that will open the extraordinary meeting of the COP and initiate the silence procedure for the adoption of the interim 2024 budget.

If no objection by a Party is received in 72 hours, the Resolution and interim budget will be considered adopted.

### **Breaking the silence**

A Party may break the silence during the duration of ExCOP1 by submitting a written comment to the presiding officer and copying the Secretariat.

Breaking the silence would suspend the meeting in order to provide time for further consultations that would allow the Parties to resolve the issue. Once the matter is resolved, the Secretariat, on behalf of the CMS COP Presidency (India) as presiding officer, would send a second communication to resume the meeting for the remaining hours.

For further information on registration, please contact the CMS Secretariat at [cms.secretariat@cms.int](mailto:cms.secretariat@cms.int)

For further information on the process and credentials, please contact Ms Valentina DaCosta ([valentina.dacostajaramillo@un.org](mailto:valentina.dacostajaramillo@un.org)) and Ms Maria Jose Ortiz ([maria-jose.ortiz@un.org](mailto:maria-jose.ortiz@un.org))

**SAMPLE OFFICIAL LETTER REQUESTING THE CONVENING OF AN  
EXTRAORDINARY MEETING OF THE CONFERENCE OF THE PARTIES TO THE  
CONVENTION FOR THE ADOPTION OF AN INTERIM CMS BUDGET FOR 2024  
THROUGH A SILENCE PROCEDURE**

Mr/Ms [*Name of National Focal Point*]  
[*Name of relevant State agency*]  
[*Address*]  
[*Name of Party*]  
[*Email*]

[*Date*]

Subject: Request for the convening of an extraordinary meeting of the Conference of the Parties to the Convention for the adoption of an interim budget for 2024 through a silence procedure

Dear Ms Amy Fraenkel,

I am writing in the name of the Government of [*name of country*] in response to the Notification No. XXX issued on [XX September 2023] to request and support the convening of an extraordinary meeting of the Conference of the Parties to the Convention on the Conservation of Migratory Species of Wild Animals (ExCOP1) for the adoption of an interim budget for 2024 through a silence procedure.

*Signature*  
*Official Seal*

**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 first extraordinary meeting of the Conference of the Parties to the Convention on the Conservation of Migratory Species of Wild Animals (CMS ExCOP1) to be held via electronic process remotely from 28 to 30 November 2023.

The said Representative {and Alternate Representative(s)} are fully authorised and empowered to represent [*name of country*] and take part in the adoption of an interim budget for 2024 through a silence procedure.

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*