

Notification 2023/036

13 November 2023

NOTIFICATION TO THE PARTIES

INTERIM BUDGET FOR 2024

Following [Notification 2023/034](#) convening the first 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 (to be held electronically through a silence procedure from 28 November 2023 to 1 December 2023), the Secretariat would like to provide key information regarding the **proposed interim budget for 2024**:

1. The document setting forth a proposed interim budget for 2024 and the resolution for its adoption was published on the CMS website on 31 October 2023 ([UNEP/CMS/ExCOP1/Doc.5](#)).
2. The proposed interim budget for 2024 provides for the same funding levels as the 2023 budget that was approved by COP13 under Resolution 13.2 on Financial and Administrative Matters. Furthermore, the interim budget deducts from the 2023 budget the line items associated with COP14 servicing and staff travel. As a result, the interim budget is less than the total budget for 2023.
3. The staffing table that was adopted in Resolution 13.2 as the basis for the 2023 budget has been included in the interim budget for 2024. No changes have been made to the table.
4. The Secretariat prepared the interim budget in compliance with the United Nations Financial Rules and Regulations (UNFRR). According to the UNFRR, the budget period covers the calendar year (1 January–31 December).
5. Importantly, the interim budget for 2024 is not intended to pre-empt the regular budget negotiations that will take place at COP14. The triennium budget for 2024–2026 and scale of contributions to be adopted by COP14 will supersede the interim budget and scale of contributions for 2024, as reflected in the draft resolution on the interim budget.

Registration

Parties and observers can register for the meeting on the [ExCOP1 Registration Page](#). Please note that only registered participants will receive written communications during the meeting.

Documents

The provisional agenda of the meeting ([UNEP/CMS/ExCOP1/Doc.3.1](#)) and annotated agenda ([UNEP/CMS/ExCOP1/Doc.3.2](#)) are published on the [ExCOP1 website](#) . Likewise, the document setting forth a proposed budget and resolution on the interim budget have been available on the [ExCOP1 website](#) since 31 October 2023 to provide Parties the opportunity to raise any concerns prior to the opening of ExCOP1.

Credentials

Parties are strongly encouraged to secure credentials for their representatives through the appropriate authority, in accordance with Rule 3(1) of the Rules of Procedure of the Conference of the Parties (COP ROP). Should any Party wish to break the silence, they must ensure their representatives hold valid credentials.

As per Rule 3 (5) of the COP ROP, representatives are encouraged to submit their credentials as soon as possible, preferably no later than **26 November 2023**, to allow time for the Secretariat to process their submission. 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. A sample letter of credentials that Parties may wish to use as a model is attached in Annex 1.

Parties may also consider issuing one letter of credentials for both 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 will examine the submitted credentials. The Secretariat will consult with regions to identify representatives to comprise the Committee.

The Credentials Committee will examine the validity of the credentials of any Party intending to break the silence.

The Secretariat is in the process of seeking nominations for the Credentials Committee. Should any Party wish to support the work of the Credentials Committee, please present your nomination to the Secretariat (cms.secretariat@cms.int.) The Secretariat shall liaise with the respective regions to seek approval on the received nominations.

The Secretariat urges all Parties to review the budget document, and to raise any questions prior to the opening of ExCOP1, to minimize the likelihood of the silence being broken.

For further information on registration, please contact the CMS Secretariat at cms.secretariat@cms.int.

For further information on credentials and the process for ExCOP1, please contact Ms. Maria Jose Ortiz (maria-jose.ortiz@un.org).

SAMPLE LETTER OF CREDENTIALS

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

The Executive Secretary,
UNEP/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*], [*Organization*]

Alternate representative {where applicable}:

[*Full name of alternate representative*], [*Title*], [*Organization*]

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 ExCOP 1) to be held via a written silence procedure from 28 November to 1 December 2023.

The said representative {and alternate representative(s)} [is/are] fully authorized to take part in the CMS ExCOP 1, to exercise the silence for adopting the resolution approving an interim budget, and to break the silence through the submission of a specific written comment.

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