

Notification 2023/038

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12 December 2023

## NOTIFICATION TO THE PARTIES

### CMS COP14 SCHEDULE, REGISTRATION AND CREDENTIALS

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 in February 2024:

#### Meeting Schedule

Kindly refer to the attached document for the COP14 meeting schedule, highlighting the following key points:

- On-site registration will commence on Saturday, 10 February 2024 at 15:00 and continue daily from 08:00 onwards.
- The 54th meeting of the Standing Committee will take place on Sunday, 11 February 2024.
- A High-Level Segment will take place on Sunday, 11 February 2024.
- COP14 will officially open on Monday, 12 February 2024 and conclude on Saturday, 17 February 2024
- Regional groups will have daily morning meetings at the venue.
- Champions' 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 COP's closing on Saturday.

The schedule for side-events and annotated agenda will be published in January 2024.

#### Registration to COP

We urge all Parties to complete registrations promptly via the dedicated website: [COP14 Registration](#). Early registration aids in planning for the Host Government and the Secretariat to ensure a smooth experience for all participants.

#### Credentials

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 enclosed. As per Rule 3 (5), representatives are encouraged to submit credentials before the meeting for efficient processing by the Secretariat and Credentials Committee and requested to present the original copy during the meeting, if not mailed to the Secretariat in advance.

Credentials submitted for the October dates remain valid with an unchanged delegation.

### **Voting Rights**

Parties are reminded of Rule 20 (2) regarding voting rights. Representatives of Parties three or more years in arrears in assessed contributions on the COP meeting's opening date are ineligible to vote. However, voting may be allowed by the COP if the delay arises from exceptional circumstances. Parties should communicate such circumstances in advance to the Standing Committee for consideration.

### **Information Note**

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

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

**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*

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\* 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].